

Personnel File Review/Request Form

Employee/Former Employee ID Number : _____
Employee/Former Employee Name : _____
Home address : _____
Telephone : _____ (work/home)
_____ (mobile)
Email address : _____
Employment status : Current Former
I am requesting to : Review my personnel file Obtain a copy of my personnel file

Obtain copies of specific and/or entire documents listed below from my personnel file:

I understand the following:

- I must present a valid identification with a photograph for identification purposes.
- I will need to allow **7 working days** from the date the request was made for the copy of my file to be available.
- If I am reviewing my personnel file, I may not add, remove, or revise any documents.
- (Current employees only) I will obtain the following documents via the link provided
 - o Annual employee status letters: www.andrews.edu/go/myemployeeletter
 - o Performance evaluation (staff): <https://www.andrews.edu/admsvs/performance/>
 - o Faculty evaluation (faculty): <https://vault.andrews.edu/faculty-review/reports/72204>

AUTHORIZATION BY EMPLOYEE

I certify that the contact information provided is accurate and that I have requested a copy of my personnel file:

Employee Signature: _____ Date: _____

I certify that I have reviewed and/or received a copy of my personnel file:

Employee Signature: _____ Date: _____

<i>OFFICE USE ONLY: Completed by HUMAN RESOURCES</i>	Date and Time Requested: _____
Date File Picked Up: _____	Processed By: _____ ID confirmed: _____