



Employee Request to Review Personnel File

Employee/Former Employee Name: _____

Employee CSU UID#: _____

Home address: _____

Phone Number: _____

Email address: _____

Employment Status: Current Former

I understand the following:

- I must present a valid state ID, driver's License or other government issued identification with a photo to review my personnel file.
- If I do not agree with documents in my personnel file, I may submit a statement in writing.
- If I am reviewing my personnel file, I may not add, remove or revise any documents.

I am requesting to: Obtain a copy of my personnel file Review my personnel file

Documents Requested from File:

- Entire personnel file
- Chicago State University Employment Application
- Employment Offer Letter
- Performance improvement plan or disciplinary letter
- Mandatory Training Records
- Obtain copies of specific documents from my personnel file listed below:

To be completed by Human Resources:

Date request received: _____

Date of review of file with Employee/HR Representative: _____

Date a copy of the Personnel file was provided to the employee: _____