CHICAGO STATE UNIVERSITY
1867

Office of Human Resources
9501 S. King Drive
Cook Administration Building, Room 203
(773) 995-2040

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: _____