



# Alcorn

WHERE KNOWLEDGE AND CHARACTER MATTER

## EMPLOYEE REQUEST TO REVIEW PERSONNEL FILE

**Please Print**

Date of Request: \_\_\_\_\_

Requestor: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security No: XXX-XX-(\_\_\_\_\_) A#: \_\_\_\_\_

**Please check the appropriate box below:**

Employment Status:  Active  Terminated

Employee Type:  Faculty  Staff Department: \_\_\_\_\_

Review my personnel file.

Obtain copies of certain documents in my personnel file. (List specific documents below.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_

Number of copies \_\_\_\_\_. A \$.25 fee will be administered for each page. If the volume of copies requires extensive use of resources, technical or clerical assistance, a special service charge will be assessed.

Personnel files must be reviewed in the presence of a Human Resource representative. Terminated employees must present a photo ID to obtain copies. While no personnel files or documents may be removed, you may take handwritten notes or request photocopies. Copies will be provided within 3 to 5 days from the date of request.

Requestor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resource Rep.: \_\_\_\_\_

Date: \_\_\_\_\_

**Office of Human Resources**  
1000 ASU Drive #390  
Lorman, MS 39096-7500