

**Request to Access Personnel File****(Request must be made at least 72 hours in advance)**

The content of an employee's official personnel file, exclusive of re-employment materials, is open to the employee's review. Employees may also authorize, in writing, a second party to review their personnel file.

**I. ARE YOU ACCESSING YOUR OWN PERSONNEL FILE?**

YES

NO

Date: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Person whose Personnel File is Requested: \_\_\_\_\_ CSUN ID: \_\_\_\_\_

**II. ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONNEL FILE?**

YES

NO

If you are requesting permission to review another person's personnel file, please complete the following information:

Signature of Person Requesting to Access File: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

You must have authorization which states that you may access the official personnel file of an individual other than yourself. Please attach an appropriately signed authorization and release to this form in order that access to the file may be granted.

**(For Human Resources Use Only)**

Employee Name: \_\_\_\_\_ CSUN ID #: \_\_\_\_\_

Appointment to Access File: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Authorization (If Necessary) Verified: \_\_\_\_\_

Employee Relations Manager Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Processing Staff Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_