



University of Pittsburgh

REQUEST TO REVIEW PERSONNEL FILE

As a University of Pittsburgh Employee, I hereby request permission to review my employee personnel file. I realize that I may take notes, but may not remove the file or any of its contents. An appropriate University representative must be present at the time of the review. I realize I will be contacted to set up an appointment during normal business hours. The reason for the review is as follows:

Employee Name (Please Print)

Employee's Signature

Date

Title/Department

Campus Phone