



**Saint Joseph's
College of Maine
Human Resources**

Request to Inspect Employee File-Manager/Supervisor

**SECTION I. Completed by Manager/Supervisor and forwarded to Human Resources:
humanresources@sjcme.edu. You will be contacted to schedule an appointment.**

Name _____

Date _____

Department _____

Telephone number _____

Employee's Name _____

I understand that such an inspection must be conducted in the presence of a Human Resources representative.

I further understand that nothing can be removed from the file.

I have read, understood and agree to the conditions above.

Business reason for inspection request _____

Signature _____

SECTION II. Completed by Human Resources.

Appointment Schedule

Date _____

Time _____

Section III. File review completed/Signatures

Date _____

HR Representative Signature _____

Manager/Supervisor Signature _____

Completed original maintained in employee's personnel file