

HOPE COLLEGE

REQUEST TO REVIEW PERSONNEL RECORDS

I, _____, hereby request an appointment with

Employee/Prior Employee Name

the Human Resources Office to review my personnel records under the terms of the Bullard-Plawecki Employee Right to Know Act, Act 397, 1978.

_____ **Date:** _____

Signature of Employee/Prior Employee

_____ **Date:** _____

Signature of Human Resource Representative

STATEMENT

DATE OF REVIEW: _____

DOCUMENTS (IF ANY) COPIED*:

I hereby certify that on the above date I reviewed my personnel records in the presence of _____, and that the list of documents copied above is true and correct to the best of my knowledge.

Employee/ Prior Employee Signature