



# Delta College

## REQUEST TO REVIEW EMPLOYEE FILE

I am requesting to review my employee file.

<b>Employee Name</b>	
<b>Today's Date</b>	
<b>Date of Requested Review</b>	

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### Human Resources Use Only

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Human Resources, Benefits Manager – Approval

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Date

Date and time of review: \_\_\_\_\_

HR Representative present for review: \_\_\_\_\_