****Request for Review of Candidate’s Official Personnel Record

Consistent with UW’s reference policy, when the finalist for a position is a current or former UW employee, the department must contact their HR consultant to request a review of the candidate’s official personnel record. The HR Consultant will provide a summary of any documented performance or employee relations issues that occurred over the last three years of the candidate’s employment at the UW. **HR staff will generally complete the review within two business days of receiving a written request via this form. If the candidate’s records must be retrieved from archives, review of the official personnel file may take up to one week.**

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| **Requestor Last Name:** | **First Name:** | **Date Submitted:** |
| **Email Address:** | **Phone:** | **Requestor Department:** |
|  |  |  |
| **Candidate Last Name:** | **First Name:** | **Middle Initial:** |
| **Other Known Last Names:** | **Candidate Employee ID Number:** | **Candidate Current or Former Department (if known):** |

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| **Summary of any documented performance or employee relations issues that occurred over the last three years of the candidate’s employment at the UW:**  *List of corrective actions within last three years; dismissals or probationary period rejections (no time limit); last supervisor’s name (if known).*  **For former employees, summarize reasons for each separation from each position held within the last 3 years at UW.** |

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| **For HR Departmental use only**  Reviewed by HRC: | Date: |