

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

Consistent with UW’s reference policy, <http://hr.uw.edu/talent/hiring/reference-checks/>, 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 and conduct issues that occurred over the last three years of the candidate’s employment at the UW. The HR Consultant will summarize any involuntary dismissals (including resignations in lieu of termination) or probationary period rejections that occurred at any time during the candidate’s employment with 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 additional time.**

**Information obtained through this process shall be used only in the hiring process for the position posted and for which the employee is a final candidate.**

<b>Requestor Last Name:</b>	<b>First Name:</b>	<b>Date Submitted:</b>
<b>Email Address:</b>	<b>Phone:</b>	<b>Requestor Department:</b>
<b>Position Requisition Number of position posted:</b>		

<b>Candidate Last Name:</b>	<b>First Name:</b>	<b>Middle Initial:</b>
<b>Other Known Last Name(s):</b>	<b>Candidate Employee ID Number:</b>	<b>Candidate Current or Former Department (if known):</b>
<b>Former Employee: Last date of employment:</b>		

**Date and topic areas of documented performance issues that occurred over the last three years of the candidate’s employment at the UW (or any dismissals, resignations in lieu of termination or probationary period rejections with no time limit**

**Last supervisor’s name:** \_\_\_\_\_

<b>Date:</b>	<b>Performance Area:</b>	<b>Type of Performance Issue (e.g., formal counsel):</b>
	Attendance	
	Communication	
	Conduct	
	Ethics-Other	
	Failure to Obtain/Maintain License- Condition of Employment	
	Leadership/Supervision	

	Policy Violation	
	Misuse of Resources	
	Quality/Quantity of Work	
	Theft/Fraud	
	Violation of Presidential Order, Executive Order 31- Sex/Gender	
	Violation of Presidential Order 31- other	
	Other (describe performance/conduct issue):	

**For former employees, specify the effective date and summarize reasons for each separation from each position held at UW.**

<p><b>For HR Departmental use only</b>  Reviewed by HRC - Name: _____   Signature: _____</p>	<p>Date: _____</p>
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Distribution: Requesting Department  
HRC retain in centralized folder on i-drive