

### **Request**

Send an email request to [eve.baker@uky.edu](mailto:eve.baker@uky.edu) with a copy to the Employment Specialist that posted the job for you.

#### Example

*Pertaining to job posting requisition RE12345 \_\_\_\_\_ and \_\_\_\_\_ would like access to the following applicants' personnel files:*

- *List first and last name of each applicable candidate*
- *The names & email addresses of those who will need access.*
- *Include the date that you would like to receive the OneDrive link (the link will remain available for two business days and then deleted).*

### **Process**

Employment will send the link to everyone that was listed in the request.

#### Example:

*The file for (Name) is ready and sent to you. You should see an email for the link in your inbox, if you do not, please let me know as this is a fairly new process and sometimes mistakes happen. You will have access to the folder as view only, and all downloads will be blocked. Please also refrain from taking any photos, other than that all notes are encouraged. The file contains (#PE's, etc.). The link will be deleted on (Date and Time), but feel free to let me know once you have finished and I can delete the link then. If you have any questions or concerns, feel free to reach out. Thanks!*

### **Notes**

- The files are view only and cannot be downloaded.
- Access is for 2 business days only.