

## QRG - Personnel File Review

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### Request

Send an email request to **Sydney Maynard** in the Employment Office.

### Example

*Pertaining to job posting requisition RE12345 please provide access to the following applicants' personnel files:*

- *List first and last name of applicable candidates*
- *List the names & email addresses of the hiring panel member(s) who will need access.*
- *Include the date that you would like to receive the OneDrive link.*

### Process

Employment will send the link to the files.

The link will remain available for 3 business days.

### Notes

- The files are view only.
- Access is for 3 business days only.