



Personnel File Review

Personnel File reviews are recommended for candidates currently or previously employed by the University of Kentucky. Contact your Employment Specialist or Consultant to request access to candidate's Personnel File. We also recommend contacting Employee Relations or STEPS, if appropriate, to request any additional information regarding your potential new hire.

Candidate Name: _____ **Date File Reviewed:** _____

Performance Evaluation Department: _____ Supervisor Name: _____

Job Title: _____ Review Period: _____ Overall Score: _____

Overall Strengths:

Overall Weaknesses:

Performance Evaluation Department: _____ Supervisor Name: _____

Job Title: _____ Review Period: _____ Overall Score: _____

Overall Strengths:

Overall Weaknesses:

Performance Evaluation Department: _____ Supervisor Name: _____

Job Title: _____ Review Period: _____ Overall Score: _____

Overall Strengths:

Overall Weaknesses:

Performance Evaluation Department: _____ Supervisor Name: _____

Job Title: _____ Review Period: _____ Overall Score: _____

Overall Strengths:

Overall Weaknesses:

Other Documents: _____ **Comments:**

