



## 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:**

