

UNIVERSITY OF CENTRAL FLORIDA
Public Records Request' Chapter 119, Florida Statutes
USPS REQUEST FOR INFORMATION FROM RECRUITMENT
HUMAN RESOURCES

In order to request copies of documents or a copy of your Interview Record for a particular position, please complete the following information:

Employee Name: _____

Campus Phone #: _____

I would like to have a copy of my Interview Record from the following position:

Position Title: _____

Position Number: _____

Department: _____

I would like to have a copy of my Interview Record from the following position:

Position Title: _____

Position Number: _____

Department: _____

** I understand that I must make the request for my Interview Record(s) within 7-10 working days from the date I was notified of non-selection for the above position(s).

Employee Signature

Date

NOTE: *Copies will be available for pick up within 3-5 working days from the date requested in Human Resources, 3280 Progress Drive, Suite 100, Orlando, FL 32826.*

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To be completed when picking up your documents:

I have received the above request documents.

Signature

Date