

**REQUEST FOR ACCESS TO RECRUITMENT RECORDS BY A CANDIDATE<sup>1</sup>**

*(For Academic Recruitments Only)*

**Name:** \_\_\_\_\_

**Recruitment Name:** \_\_\_\_\_

**JPF#** \_\_\_\_\_

**Department:** \_\_\_\_\_

I request a copy of the Extramural Letters in my recruitment record for the \_\_\_\_\_ recruitment year.

**University of California Policy on the Confidentiality of Outside Letters of Evaluation**

Per University policy, the names and institutional information of referees are confidential. When a candidate requests to see letters, pursuant to state law and University policy, the full text of the body of the letter will be provided. Any identifying information on the letterhead and within the signature block will be redacted.

Send the copy to:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Request should be forwarded to the contact person listed on the recruitment. Please include information on where to send the requested materials.

<sup>1</sup>Candidate is an individual who satisfies all four of the following criteria:

- Submitted an expression of interest in employment through the Internet or related electronic data technologies;
- Is considered for employment in a particular position;
- Possesses the basic qualifications for the position; and
- Has not removed themselves from further consideration or otherwise indicated that they are no longer interested in the position.