



Employee Records and Information

John Carroll University maintains a personnel file for each employee. The personnel file includes such information as job application, resume, record of training, documentation of performance evaluations, salary increases, and other employment records. Employees should report any changes in address, phone number, emergency contacts, marital status, dependents, etc., to the Office of Human Resources to enable them to keep the personnel records up to date.

Personnel files are the property of the university, and access to the information they contain is restricted. Generally, only supervisors and management personnel who have a business reason to review information in a file are allowed to do so.

In the event that an employee wishes to schedule an appointment to review a personnel file, submit a request in writing to the Office of Human Resources.

Revised Date: 03/10/2006