



Ntaub Ntawv Keeb Kwm Txog Tus Kheej & Kuaj Haujlwm Yav Dhau Los (Koj Cov Ntaub Ntawv Haujlwm Ceev Tseg)

Personnel Records & Reference Checks (Your Job File)

Ntaub Ntawv Keeb Kwm Tus Kheej yog dabtsi?

Koj cov ntawv keeb kwm tus kheej yog cov ntaub ntawv koj qhov chaw ua haujlwm ceev cia txog koj thiab koj txoj haujlwm. Nws kuj hu ua cov ntawv haujlwm ceev tseg lossis ntawv keeb kwm teev txog haujlwm. Nws muaj tej yam xws li no nyob hauv:

- Koj txoj haujlwm npe
- Ntawv keeb kwm txog nyiaj them koj
- Daim ntawv pov thawj (awards) thiab qhuas
- Ntawv txog koj mus/tsis mus ua haujlwm
- Kev ntsuas haujlwm txuj ci
- Keeb Kwm txog cov haujlwm koj tuav
- Ntawv ceeb toom, raug qhuab qhia, lossis ntawv ceeb toom tso tawm haujlwm
- Ntawv pom zoo los tuav lossis rho tawm nyiaj ntawm koj cov nyiaj hli
- Cov nyiaj pov hwm xws li sijhawm so thaum muaj mob thiab caij so mus ua si

Kuv saib puas tau kuv cov ntawv haujlwm ceev tseg?

Tau. Koj muaj txoj cai saib koj cov ntawv haujlwm ceev tseg. Koj yuav tsum sau ntawv thov saib. Koj saib tau txhuas 6 lub hli tsuav yog koj tseem ua haujlwm ntawd. Koj chaw ua haujlwm yuav tsum muab daim ntawv luam dawb rau koj yog koj sau ntawv thov.

Yog koj tsis ua haujlwm ntawd lawm, koj thov tau ib daim ib xyoo tom qab koj tawm haujlwm, kom ntev lis koj qhov chaw haujlwm khaws koj cov ntawv keeb kwm cia. Koj yuav tsum tau sau ntawv thov. Lawv tsub tsis tau nqi rau koj them rau daim ntawv luam.

Yog koj qhov chaw ua haujlwm tsis kam koj saib, hu rau ib tus kws li choj. Qhov chaw ua haujlwm yuav raug nplua tau, thiab tej zaum koj foob tau.

Yog koj foob, feem ntau koj tsuas tau rov qab qhov uas puas tsuaj Ntxiv cov nqi. **Tshwj tsis yog tias** koj foob rau qhov hais tias koj tus nais rov ua phem rau koj (ua pauj rov qab) vim hais tias koj nug xav saib koj cov ntaub ntawv keeb kwm, lossis koj tsis txuas siab tej yam nyob hauv koj cov ntaub ntawv keeb kwm.



Kuv yuav ua li cas thiaj li pom kuv cov ntawv haujlwm ceev tseg?

Yog koj xav saib koj cov ntawv keeb kwm, lossis txais ib daim ntawv luam, koj yuav tsum sau ntawv mus thov. Sau ib tsab ntawv rau qhov chaw ua haujlwm. Qhov chaw ua haujlwm muaj 7 hnuv ua haujlwm los pub koj saib koj cov ntawv haujlwm ceev tseg yog nws khaws cia rau hauv lub xeev. Lawv muaj 14 hnuv ua haujlwm yog muab khaws cia rau lwm lub xeev.

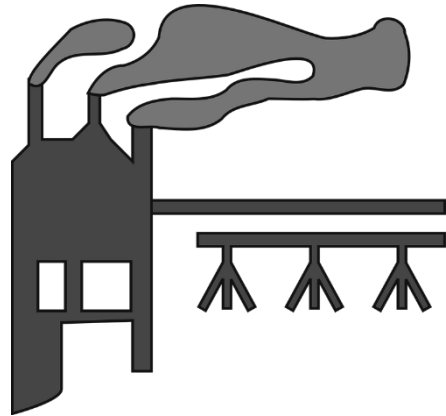
Txawm tias koj tsis ua haujlwm ntawd lawm, koj muaj txoj cai tau daim ntawv luam ntawm koj cov keebkwm.

Yog kuv tsis pom zoo nrog dabtsi nyob hauv kuv cov ntawv haujlwm ceev tseg ne?

Sau ib daim ntawv rau koj chaw ua haujlwm qhia txog qhov koj xav tias yuam kev thiab vim li cas. Nug kom lawv muab rho tawm. Yog koj chaw ua haujlwm tsis rho tawm qhov koj tsis pom zoo rau, nug kom lawv luam koj tsab ntawv ceev cia hauv koj cov ntawv haujlwm. Luam koj daim ntawv cia rau koj tus kheej.

Yog koj chaw ua haujlwm muaj 20 tus neeg uas haujlwm los tshaj, lawv yuav tsum muab koj tsab ntawv tsis pom zoo rau hauv koj cov ntawv haujlwm. Ua li no, koj cov lus cam thiaj nyob hauv.

Koj chaw ua haujlwm ua tsis tau phem rov qab rau koj (pauj rov qab) vim koj tau thov saib koj cov ntaub ntawv lossis thov kom lawv hloov dabtsi hauv. Yog koj xav hais tias koj tu nais tau rov ua phem puaj koj, hu ib tus kws lij choj, Tej zaum koj muaj ib rooj plaub raug puas tshuaj, them nyiaj tiv koj, rov mus ua koj txoj haujlwm lossis lwm yam kev daws.



Kuv qhov chaw ua haujlwm qhia tawm tau ntaub ntawv dabtsi thaum lawv kuaj haujlwm yav dhau los?

Muaj tej co ntaub ntawv txog koj qhia tau tawm ntawm qhov chaw haujlwm tsis tas yuav koj tso cai rau. Muaj tej co ntaub ntawv qhov chaw haujlwm yuav tsum tau koj lus tso cai ua ntej qhia tawm. Muaj ib daim ntawv hu ua Release of Information daim ntawv tso cai qhia tawm.

Qhov chaw ua haujlwm qhia tawm tau cov ntaub ntawv no **tsi tas muaj** ib Daim Ntawv Tso Cai Qhia Tawm uas koj yuav tsum xee npe:

- cov hnuv ua haujlwm
- keeb kwm rau nyiaj hli
- qhia txog cov haujlwm thiab ua haujlwm li cas
- kev qhia thiab kawm ntawv los ntawm qhov chaw haujlwm, thiab
- koj cov ntaub ntawv ceev cia txog kev ua phem, ua tub sab, ua phem/thab neeg, lossis ua txhaum kev cai uas raug qhuab qhia lossis la tawm haujlwm. Koj cov ntawv sau teb txog cov teeb meem tshwm sim no yuav tsum muab cia nrog.

Nco cia: Yog qhov chaw ua haujlwm qhia tawm txog qhov hais tom kawg, lawv yuav tsum sau ntawv qhia koj paub thaum lawv ua. Lawv yuav tsum luam muab koj cov ntaub ntawv ceev tseg rau koj thiab.

Ib qhov chaw ua haujlwm muab tau cov ntaub ntawv nram no tsuas nrog rau **Daim ntawv** kos npe tso cai ntawm koj:

- ntawv sau txog kev ntsuas koj ua haujlwm thiab koj cov lus teb rau lawv,
- ntawv sau txog kev qhuab qhia txog lub txim txhaus thiab lwm yam txim raug hais nyob rau 5 xyoos tas los, thiab
- ntawv sau qhia vim koj tawm haujlwm

Yog qhov chaw ua haujlwm qhia tawm cov ntaub ntawv no, lawv tau sau ntawv qhia koj thiab muab luam ib co rau koj.

Yuav ua li cas yog kuv txoj cai tsis pub lwm tus paub raug ua txhaum?

Koj ua tau ntawv tsis txaus siab mus rau lub Minnesota Department of Labor thiab Industry yog koj xa tias koj txoj cai raug yuam lawm. Yuav ua cov ntawv tsis txaus siab, hu rau (651) 284-5005 lossis 1-800-DIAL-DLI (1-800-342-5354).

Koj foob tau qhov chaw ua haujlwm. Koj yuav tsum ua ntawv foob tsis pub dhau 1 xyoo thaum koj paub tias koj txoj cai tsis pub leeg twg paub raug ua txhaum lawm.



Cov ntawv Qhia Tseeb yog qhia kom paub txoj kevcai xwb TSIS yog muab txwv yim txog txoj kevcai. Mus ntsib ib tug kws lij choj rau tswv yim. Tsis txhob siv daim ntawv qhia tseeb yog tias nws qub tshaj ib xyoos lawm. Nug peb txog cov hloov tshiab, daim ntawv qhia txog cov ntawv qhia tseeb, lossis lwm hom ntawv.

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