

DIY HR User Guide

EACH DOCUMENT SOLD SEPERATLY -
BUILD YOUR OWN PACKET



New Hire Documents

- Application
- Offer Letter
- Emergency Contact Form
- Direct Deposit Form
- W4
- I-9
- Equal Employment Opportunity
- Drug & Alcohol
- Onboarding Checklist
- Anti-Harassment, Discrimination and Retaliation
- Workplace Safety Policy
- Weapons Policy
- Social Media Policy
- HIPAA Privacy Policy Acknowledgement
- BYOD Policy (bring your own device)
- Company Vehicle Policy
- Accident Incident Reporting Policy and Procedure
- Reference Check Form
- Background Review and Follow Up

HR Operation Documents

- 90 Day Evaluation
- The Languages of Appreciation Quiz
- Annual Employee Self Evaluation
- Annual Evaluation with Goals - Manager
- Position - Status - Rate Change
- Accident Incident Report
- Formal Corrective Action Form (PIP)
- Termination Checklist
- Employee Exit Interview

Need more assistance setting up your HR Department?

SEE OUR FOUNDATIONAL HR &
ENHANCED HR SERVICE PACKAGES

