



## Essential Employee Management Tool Kit

We are pleased to provide our membership with a suite of Human Resources programs, policies and practices, which are considered essential tools to sound employee management practices. These have been developed by a team of experienced Human Resources professionals and reflect best practices in today's workplace. These tools consist of the following:

### ***A recruiting, interviewing and hiring tool kit including a standard employment contract***

Principles of effective interviewing  
Interviewing techniques  
Sample Interview Questions  
Reference Checks  
Permanent Employee Offer Letter  
A "Thanks but No Thanks" Letter  
Welcoming New Employees  
Employment Agreements Letters (The most important document a company should have on file)

***This module sells for \$300 plus GST***

### ***A suite of typical job descriptions that are prevalent in most companies like yours and guidelines on how to prepare your own job descriptions in the future***

Job Descriptions consisting of:  
Blank template to have employees draft their own job description  
Job Descriptions for:  
General Manager  
Office Administrator  
Sales Representative  
Service/Operations Manager  
Estimator  
Service Coordinator (dispatcher)  
Service Technician  
Sheet Metal Fabricator  
Installer

***This module sells for \$200 plus GST***

### ***Performance Review forms and guidelines***

#### ***Performance Reviews consisting of:***

Benefits of Performance Review Program Outlined  
Management Performance Review  
Office Non-Management Performance Review  
Sales Representative Performance Review  
Field Staff Performance Review

***This module sells for \$200 plus GST***

### ***A comprehensive Employee Handbook that provides the framework for your day to day operating guidelines, policies and practices for all employees to access.***

Employee Handbook highlights includes:  
Equal Employment Opportunity  
Hours of Work  
Overtime Pay  
Three Months Probation Period  
Vacation, holidays, leave of absence  
Training and Education Programs (reimbursement clause should an employee take company paid training and then leaves)  
Workplace Health and Safety

***This module sells for \$300 plus GST***



The Essential Management Tool Kit is available in individual modules or a **package price of \$800.00 plus GST.**

*The materials are intended as solid reference templates and may require minor modifications to reflect your specific provincial legislative requirements or your company's specific practices that you wish to maintain or change.*

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***In Consultation with the HRAC Peer Exchange Program (PEP) Group***