



## EMPLOYEE ESSENTIAL MANAGEMENT TOOL KIT – VERSION 3

HRAI is pleased to offer our membership with a revised 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:

### Recruiting, interviewing and Hiring

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

### Job Description and Guidelines

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

### Performance Review Forms and Guidelines

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

### Employee Handbook with Operating Guidelines, Policies and Practices for all Employees

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  
Workplace Health and Safety

#### Option 1

All modules are now combined for a discounted rate of **\$500 plus applicable taxes & packaged on a flash drive.**

This has been updated & now includes:  
Alcohol & Drugs in the Workplace **NEW**  
Outside Employment Policy **NEW**  
Time Off to Vote Policy **NEW**  
Accommodation on the Basis of Disability Policy **NEW**  
Use of Company Computers & Phones  
**Updated**  
Social Media Policy **NEW**  
Acknowledgement & Receipt of Employee Handbook **NEW**

#### Option 2

Members who have previously purchased the kit can receive this “**updater kit**” consisting of the new & revised policies listed above for **\$85.00 plus applicable taxes.**

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

Check which item you would like to purchase	Item	Description	Quantity	Unit Price	Total
	Option 1 <b>Essential Employee Management Toolkit (Full Package)</b>	Includes everything plus the Updates		\$500.00	
	Option 2 <b>Updater kit</b> Alcohol & Drugs in the Workplace NEW Outside Employment Policy NEW Time Off to Vote Policy NEW Accommodation on the Basis of Disability Policy NEW Use of Company Computers & Phones Updated Social Media Policy NEW Acknowledgement & Receipt of Employee Handbook NEW	Updates		\$85.00	
				Subtotal:	
				GST OR HST:	
				Total Payment Due:	

Ship to Name: \_\_\_\_\_  
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Payment Method: \_\_\_\_\_ Cheque (payable to HRAI – Canada)  
Credit Card: \_\_\_\_\_ Visa \_\_\_\_\_ Mastercard  
Card number: \_\_\_\_\_

\_\_\_\_\_ As an HRAI member, I would like to be invoiced  
Card Owner Name: \_\_\_\_\_  
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NEED MORE INFORMATION OR NEED ANSWERS TO QUESTIONS – CALL HRAI AT 1-800 267-2231  
FAX YOUR ORDER TO 905-602-1197