



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 Essential Employee Management Toolkit (Full Package)	Includes everything plus the Updates		\$500.00	
	Option 2 Updater kit 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: _____
Company: _____
Address: _____
City/Province: _____
Postal code: _____

Telephone: _____
Fax: _____
Email: _____

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: _____
Expiry Date: _____

NEED MORE INFORMATION OR NEED ANSWERS TO QUESTIONS – CALL HRAI AT 1-800 267-2231
FAX YOUR ORDER TO 905-602-1197