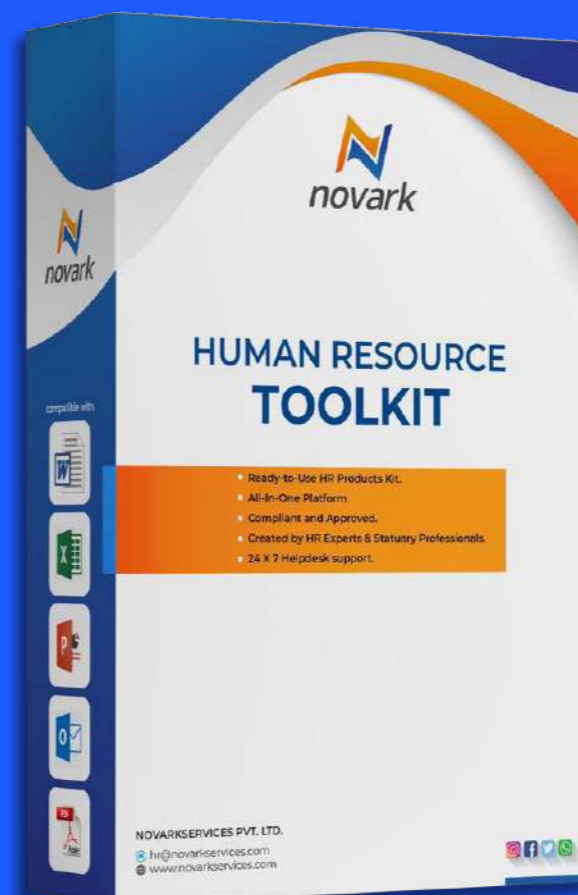


Complete Human Resource Management setup workflow.

All-in-One Documentation Package for Startups, Businesses, Human Resource Professionals and Students ...

- ✓ Legally Compliant HR Documents Created by Experts
- ✓ Ready-to-use Documents for different stages of HR processes
- ✓ Save countless hours by avoiding the recurring writing of documents
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Startup HR Toolkit- Empowering Businesses To Manage HR-The Right Way



What is it ?

Introducing India's top start-up Human Resource Toolkit – expertly designed for seamless Human Resource Management for all type of companies across the country. 100% Customizable and efficient, it's your ultimate HR solution. Elevate your complete HR operations today with ease !



Why is it ?

This customizable ready-to-use HR toolkit is tailored to meet the unique needs of your company. Packed with essential documents and resources, it streamlines HR processes with ease. Get your HR operations on track with the best-in-class toolkit today !



For Whom ?

The comprehensive HR Toolkit, meticulously crafted for a diverse audience including Startup Entrepreneurs, Small & Mid-sized Organizations, HR Generalists & Managers navigating complex challenges and HR Students & Interns eager to learn & grow.

HR Toolkit Is Compatible With



MS Word



MS Excel



Google Docs



PDFs

What are the documents includes here ?

Expertly Crafted | Up-to-Date | 100% Customizable | Professional Quality

HR Payroll Managements	+	CLRA Managements (Contract Labour & Regulations)	+
HR Policies & Guidelines	+	Employee Exit Management	+
HR Compliances Managements	+	HR Department Various Emails Templates	+
HR Statutory Guidelines	+	Employee Background Verification Templates	+
Employees Job Descriptions Templates	+	Designations & Departmentally Interview Questions	+
HR Regular Use Forms & Formats	+	Company Agreements & Contracts Templates	+
HR Regular Use Letters & Certificates	+	Advanced HR Excel Sheets	+
Recruitment & Onboardings Templates	+	OKR Templates	+
Performance Managements Templates	+	Internship Managements Templates	+
Trainings & Developments Templates	+	HR Management Complete e-Books	+
HR R&D cum Surveys	+	Covid-19 Templates	+

Sample Documents

HR MANAGER JOB DESCRIPTION

1 2 3 >

APPOINTMENT LETTER FORMATE

1 2 >

POSH- SEXUAL HARASSMENT POLICY

1 2 3 4 >

EMPLOYEE T&D GUIDELINES

1 2 3 4 >

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HR TOOLKIT PRODUCT DETAILS

ADVANCED HR EXCEL SHEETS

1. APPLICATION TRACKING SYSTEM FOR HR
2. COST PER HIRE CALCULATOR
3. EMPLOYEE CLEARANCE FORM
4. EMPLOYEE INFORMATION FORM
5. EMPLOYEE SERVICE REGISTER MAINTAIN
6. ESI RETURN CALCULATION IN EXCEL (HELP FILE)
7. EVALUATION REPORT FORM FOR APPRAISAL
8. HR AUDIT CHECKLIST WORKSHEET
9. HR CALENDER FOR EMPLOYEE ACTIVITIES
10. INDUCTION FEEDBACK FORM
11. KPI TEMPLATES FOR EMPLOYEES
12. KRA RESULTS TRACKER TEMPLATES
13. PF RETURN CALCULATION IN EXCEL (HELP FILE)
14. RECRUITMENT BUDGETING TEMPLATE
15. RECRUITMENTS TRACKER OF HR DEPARTMENTS
16. STATUTORY COMPLIANCE CHECKLIST
17. TAX INVOICE OR BILL CREATION IN EXCEL
18. TDS CALCULATOR SHEET IN EXCEL
19. WEEKLY & MONTHLY EMPLOYEE TIME SHEET -DUTY ROATER
20. WEEKLY-WORK-SCHEDULE

BACKGROUND VERIFICATION TEMPLATES

1. BACKGROUND VERIFICATION FORM
2. CREDIT BACKGROUND VERIFICATION CHECK
3. CRIMINAL RECORD CHECK OF EMPLOYEES
4. DRUG AND HEALTH BACKGROUND VERIFICATION CHECK
5. EDUCATION BACKGROUND VERIFICATION CHECK

HR TOOLKIT PRODUCT DETAILS

6. EMPLOYEE BACKGROUND VERIFICATION CHECK
7. VERIFICATION CHECKLIST OF EMPLOYEES

CLRA - CONTRACT LABOUR & REGULATIONS

1. FORM-C BONUS PAID TO EMPLOYEES
2. CONTRACT EMPLOYEE DECEASED INTIMATION TO ESIC & EPFO
3. CONTRACT WORKMEN INFORMATION FORM
4. FORM-III - CERTIFICATE BY PRINCIPAL EMPLOYER
5. FORM-V CERTIFICATE FROM PRINCIPAL EMPLOYER
6. FORM-XIII REGISTER OF WORKMAN EMPLOYED BY CONTRACTOR CLRA
7. FORM-XVI MUSTER ROLL CLRA
8. FORM-XVII REGISTER OF WAGES CLRA
9. FORM-XX REGISTER OF DEDUCTIONS FOR DAMAGE OR LOSS CLRA
10. FORM-XXI REGISTER OF FINES CLRA
11. FORM-XXII REGISTER OF ADVANCES CLRA
12. FORM-XXIII REGISTER OF OVERTIME CLRA
13. FORM-XXV ANNUAL RETURN OF PRINCIPAL EMPLOYER CLRA
14. INDEPENDENT CONTRACTOR AGREEMENT
15. WORKMEN INJURY REPORT FORM
16. WORKMENS COMPENSATON FORMS
17. WORKMENS POLICE VERIFICATION REPORT FOR NEW

COVID-19 TEMPLATES

1. COVID-19 ALERT MESSAGE-NOTICE
2. COVID-19 EMPLOYEE TEMPORARY REMOTE WORK REQUEST FORM
3. COVID-19 MANDATORY CHECKLIST
4. COVID-19 RETURN TO WORK FORM

HR TOOLKIT PRODUCT DETAILS

5. COVID-19 RETURN TO WORK RISK ASSESSMENT
6. COVID-19EMPLOYEE SELF-CERTIFICATION FORM
7. DOS & DON'TS TO PROTECT AGAINST CORONAVIRUS
8. EMPLOYEE HEALTH SCREENING FORM
9. HR - CHECKLIST AFTER COVID-19
10. PAID COVID-19 LEAVE REQUEST FORM
11. RETURN TO OFFICE INTIMATION AFTER WORKING REMOTELY
12. SAFETY GUIDELINES THAT NEED TO KEEP IN CHECK DURING THE COVID-19
13. SAFETY TIPS AND PRECAUTIONS TO TAKE WHILE AT HOME
14. SOCIAL DISTANCING GUIDELINES AT WORK

EMPLOYEE EXIT MANAGEMENT

1. EMPLOYEE CLEARANCE FORM
2. EMPLOYEE EXIT FORMALITIES
3. EMPLOYEE EXIT INTERVIEW FORM
4. EMPLOYEE EXIT SURVEY
5. EXIT FEEDBACK FORM
6. EXIT INTIMATION REGARDING SUPERANNUATION
7. EXIT PROCESS OBJECTIVES & PROCEDURES TEMPLATES
8. FORM OF EMPLOYEE TERMINATION
9. FULL AND FINAL SETTLEMENT LETTER
10. LETTER OF TERMINATION FROM EMPLOYMENT
11. RESIGNATION ACCEPTANCE CUM RELIEVING LETTER
12. FULL & FINAL SETTLEMENT FORM IN EXCEL

HR TOOLKIT PRODUCT DETAILS

EMPLOYEES JOB DESCRIPTION TEMPLATES

1. .NET DEVELOPER JOB DESCRIPTION
2. ADMINISTRATIVE ASSISTANT JOB DESCRIPTION
3. ANDROID DEVELOPER JOB DESCRIPTION
4. ANDROID ENGINEER JOB DESCRIPTION
5. ARCHITECTURAL CONSULTANT JOB DESCRIPTION
6. AUDITOR JOB DESCRIPTION
7. BOOKKEEPING, ACCOUNTING AND AUDITING CLERK JOB DESCRIPTION
8. BUSINESS ANALYST JOB DESCRIPTION
9. BUSINESS DEVELOPMENT MANAGER JOB DESCRIPTION
10. CHIEF EXECUTIVE OFFICER (CEO) JOB DESCRIPTION
11. CHIEF MARKETING OFFICER (CMO) JOB DESCRIPTION
12. CHIEF OPERATING OFFICER (COO) JOB DESCRIPTION
13. CHIEF TECHNOLOGY OFFICER (CTO) JOB DESCRIPTION
14. COMPENSATION AND BENEFITS MANAGER JOB DESCRIPTION
15. CONSTRUCTION MANAGER JOB DESCRIPTION
16. CONTENT WRITER JOB DESCRIPTION
17. CORPORATE SALES MANAGER JOB DESCRIPTION
18. CORPORATE TRAINER JOB DESCRIPTION
19. CUSTOMER SERVICE REPRESENTATIVE JOB DESCRIPTION
20. DATA ENTRY OPERATOR JOB DESCRIPTION
21. DATA SCIENTIST JOB DESCRIPTION
22. DELIVERY EXECUTIVES JOB DESCRIPTION
23. DIGITAL MARKETER JOB DESCRIPTION
24. DIRECTOR OF FINANCE JOB DESCRIPTION
25. EXECUTIVE SECRETARY JOB DESCRIPTION
26. FINANCE ASSISTANT JOB DESCRIPTION
27. FINANCIAL ACCOUNTANT JOB DESCRIPTION
28. FINANCIAL ADMINISTRATOR JOB DESCRIPTION
29. FREELANCE GRAPHIC DESIGNER JOB DESCRIPTION

HR TOOLKIT PRODUCT DETAILS

30. FULL STACK DEVELOPER JOB DESCRIPTION
31. FUND ACCOUNTING MANAGER JOB DESCRIPTION
32. GENERAL MANAGER JOB DESCRIPTION
33. GRAPHIC DESIGNER JOB DESCRIPTION
34. HEAD OF FINANCE JOB DESCRIPTION
35. HEAD OF HR OPERATIONS JOB DESCRIPTION
36. HR ASSISTANT JOB DESCRIPTION
37. HR INTERN JOB DESCRIPTION
38. HR MANAGER JOB DESCRIPTION
39. HR OFFICER JOB DESCRIPTION
40. iOS DEVELOPER JOB DESCRIPTION
41. IT - TECHNICIAN JOB DESCRIPTION
42. MACHINE LEARNING ENGINEER JOB DESCRIPTION
43. MARKETING MANAGER JOB DESCRIPTION
44. MOBILE DEVELOPER JOB DESCRIPTION
45. OFFICE ASSISTANT JOB DESCRIPTION
46. OPERATIONS MANAGER JOB DESCRIPTION
47. PARALEGAL AND LEGAL ASSISTANT JOB DESCRIPTION
48. PAYROLL ACCOUNTANT JOB DESCRIPTION
49. PHP DEVELOPER JOB DESCRIPTION
50. PLANNER JOB DESCRIPTION
51. PRODUCT DESIGNER JOB DESCRIPTION
52. PRODUCT ENGINEER JOB DESCRIPTION
53. PRODUCT MANAGER JOB DESCRIPTION
54. PRODUCTION SUPERVISOR JOB DESCRIPTION
55. PROFESSIONAL COOK -CHEF JOB DESCRIPTION
56. PROJECT MANAGER JOB DESCRIPTION
57. PUBLIC RELATIONS (PR) EXECUTIVE JOB DESCRIPTION
58. PURCHASING MANAGER JOB DESCRIPTION
59. PYTHON DEVELOPER JOB DESCRIPTION
60. QC ENGINEER JOB DESCRIPTION

HR TOOLKIT PRODUCT DETAILS

61. QUALITY ANALYST (QA) JOB DESCRIPTION
62. RESTAURANT AUDITOR JOB DESCRIPTION
63. SALES ANALYST JOB DESCRIPTION
64. SCRUM MASTER JOB DESCRIPTION
65. SENIOR ACCOUNTANT JOB DESCRIPTION
66. SENIOR COPYWRITER JOB DESCRIPTION
67. SENIOR DESIGNER JOB DESCRIPTION
68. SENIOR HR MANAGER JOB DESCRIPTION
69. SENIOR JAVA DEVELOPER JOB DESCRIPTION
70. SENIOR SOFTWARE ENGINEER JOB DESCRIPTION
71. SEO ANALYST JOB DESCRIPTION
72. SEO MANAGER JOB DESCRIPTION
73. SYSTEM ADMINISTRATOR JOB DESCRIPTION
74. TECHNICAL WRITER JOB DESCRIPTION
75. TELE-CALLER JOB DESCRIPTION
76. UI-UX DESIGNER JOB DESCRIPTION
77. VISUAL DESIGNER JOB DESCRIPTION
78. WEB DESIGNER JOB DESCRIPTION
79. WEB DEVELOPER JOB DESCRIPTION

HR COMPLIANCES MANAGERMENTS

1. HR COMPLIANCE CHECKLIST
2. ACCIDENT REPORT FORM EMPLOYER TO ESIC
3. APPLICATION FOR REGISTRATION OF ESTABLISHMENTS EMPLOYING
4. APPLICATION OF GRATUITY BY AN EMPLOYEE FORM -I
5. FORM-A APPLICATION INDUSTRIAL DISPUTE UNDER SECTION102
6. FORM-A COMPUTATION OF THE ALLOCABLE SURPLUS 2
7. FORM-A NOTICE OF OPENING GRATUITY
8. FORM-B SETON AND SETOFF OF ALLOCABLE SURPLUS

HR TOOLKIT PRODUCT DETAILS

9. FORM-C AGREEMENT UNDER SECTION 10A OF THE INDUSTRIAL DISPUTES ACT 1947
10. FORM-C BONUS PAID TO EMPLOYEES
11. FORM-D ANNUAL RETURN BONUS PAID TO EMPLOYEES
12. FORM-E NOTICE OF CHANGE OF SERVICE CONDITION PROPOSED BY AN EMPLOYER
13. FORM-F NOMINATION GRATUITY
14. FORM-H FORM FOR MEMORANDUM OF SETTLEMENT
15. FORM-I APPLICATION FOR REGISTRATION CLRA
16. FOR-I COMPLAINT UNDER SECTION 33A
17. Form-III - CERTIFICATE BY PRINCIPAL EMPLOYER
18. FORM-IV APPLICATION FOR LICENSE CLRA
19. FORM-J APPLICATION FOR PERMISSION UNDER SECTION 333
20. FORM-K APPLICATION FOR PERMISSION UNDER SECTION 332
21. FORM-K1 APPLICATION UNDER SUBSECTION1OF SECTION 33C
22. FORM-K2 AUTHORITY LETTER HEIR OF A DECEASED WORKMAN UNDER SUBSECTION 1
23. FORM-K3 APPLICATION UNDER SUBSECTION2 OF SECTION 33C
24. FORM-K4 APPLICATION BY A PERSON WHO IS AN ASSIGNEE OR HEIR
25. FORM-L NOTICE TO STRIKE PUS
26. FORM-M NOTICE OF LOCK OUT PUS
27. FORM-N FORM OF REPORT OF STRIKE OR LOCKOUT IN A PUBLIC UTILITY SERVICE
28. FORM-O1 INFORMATION REGARDING LAYOFF
29. FORM-O2 INFORMATION REGARDING ENDING OF LAYOFF
30. FORM-O3 FORM OF APPLICATION FOR PERMISSION TO LAYOFF
31. FORM OF CERTIFICATE BY PRINCIPAL EMPLOYER TO CONTRACTOR
32. FORM-P NOTICE OF RETRENCHMENT
33. FORM-PA NOTICE FOR PERMISSION FOR RETRENCHMENT
34. FORM-Q NOTICE OF CLOSURE
35. FORM-QA NOTICE FOR PERMISSION OF CLOSURE
36. FORM-U ABSTRACT OF THE ACT AND RULES GRATUITY
37. FORM-V CERTIFICATE BY PRINCIPAL EMPLOYER
38. WORKMENS COMPENSATON FORMS

HR TOOLKIT PRODUCT DETAILS

HR E- BOOKS

1. UNIT-1 HUMAN RESOURCE MANAGEMENT BASICS
2. UNIT-2 HUMAN RESOURCE PLANNING
3. UNIT-3 JOB ANALYSIS AND JOB DESIGN
4. UNIT-4 RECRUITMENT
5. UNIT-5 SELECTION
6. UNIT-6 EMPLOYEE TRAINING
7. UNIT-7 EXECUTIVE DEVELOPMENT & CAREER PLANNING
8. UNIT-8 PERFORMANCE APPRAISAL
9. UNIT-9 WAGE AND SALARY ADMINISTRATION
10. UNIT-10 COMPENSATION AND INCENTIVES
11. UNIT-11 INDUSTRIAL RELATION
12. UNIT-12 TRADE UNIONS
13. UNIT-13 COLLECTIVE BARGAINING
14. UNIT-14 DISCIPLINE
15. UNIT-15 HUMAN RESOURCE ACCOUNTING
16. UNIT-16 MANAGING ETHICAL ISSUES IN HRM
17. UNIT-17 THE FUTURE OF HRM

HR E-MAILS TEMPLATES

1. ASKING CANDIDATES FOR REFERENCES EMAIL TEMPLATE
2. AUTO-RESPONSE EMAIL WHEN YOU GET A JOB APPLICATION
3. BACKGROUND CHECK UPDATE TO CANDIDATES' EMAIL TEMPLATE
4. BIRTHDAY WISH EMAIL
5. BREACH OF EMPLOYMENT EMAIL
6. CANDIDATE REJECTION EMAIL AFTER APPLICATION OR SELECTION
7. CANDIDATE REJECTION EMAIL TEMPLATE

HR TOOLKIT PRODUCT DETAILS

8. CANDIDATE SELECTION EMAIL
9. DISCIPLINARY ACTION EMAIL FOR NEGATIVE ATTITUDE
10. EMAIL ANNOUNCEMENT FOR PERFORMANCE REVIEW
11. EMAIL TO THE MOST SUITABLE CANDIDATE
12. EMPLOYEE APPRECIATION EMAIL FORMAT
13. EMPLOYEE APPRECIATION EMAIL TO EMPLOYEE
14. EMPLOYEE BACKGROUND VERIFICATION CHECK EMAIL
15. EMPLOYEE DEMOTION EMAIL
16. EMPLOYEE INAPPROPRIATE BEHAVIOR EMAIL
17. EMPLOYEE PROMOTION ANNOUNCEMENT EMAIL
18. EMPLOYEE TERMINATION EMAIL
19. EMPLOYER BRAND INFORMATION EMAIL
20. FOLLOW-UP WITH CANDIDATES
21. INCREMENT EMAIL TEMPLATES
22. INTERNAL JOB POSTING EMAIL
23. INTERNSHIP OFFER EMAIL
24. INTERVIEW ASSIGNMENT EMAIL
25. INTERVIEW CANCELLATION EMAIL TEMPLATE
26. INTERVIEW NOT ATTENDING EMPLOYER EMAIL TEMPLATE
27. INTERVIEW REMINDER EMAIL TEMPLATE
28. INVITATION TO CANDIDATES FOR AN EVENT EMAIL
29. JOB APPLICATION REJECTION EMAIL
30. JOB CONFIRMATION EMAIL
31. JOB OFFER EMAIL TEMPLATE
32. NEW EMPLOYEE ANNOUNCEMENT EMAIL
33. NEW EMPLOYEE WELCOME EMAIL
34. NEW HIRE ANNOUNCEMENT EMAIL
35. ONBOARDING WELCOME EMAIL
36. PART-TIME TO FULL-TIME OFFER EMAIL
37. REACHING OUT TO CANDIDATE EMAIL TEMPLATE
38. REFERRAL PROGRAM REWARD ANNOUNCEMENT EMAIL

HR TOOLKIT PRODUCT DETAILS

39. SALARY NEGOTIATIONS WITH CANDIDATE
40. TELEPHONIC INTERVIEW EMAIL TEMPLATE
41. WARNING EMAIL FOR FREQUENTLY COMING LATE TO WORK
42. WARNING EMAIL FOR IRREGULAR ATTENDANCE
43. WARNING LETTER FOR MISSING DEADLINES FOR SPECIFIC TASK
44. WORK ANNIVERSARY EMAIL
45. WORK FROM HOME TIPS EMAIL

HR PAYROLL MANAGERMENTS

1. PAYROLL OR MONTHLY SALARY CALCULATIONS SHEET
2. EMPLOYEE ANNUAL BONUS CALCULATIONS SHEETS
3. EMPLOYEE ATTENDANCE CALCULATION OR PAYDAYS
4. EMPLOYEE C-OFF CALCULATIONS
5. EMPLOYEE GRADE INCREMENT SHEET FORMAT
6. EMPLOYEE GRATUITY CALCULATIONS IN EXCEL
7. EMPLOYEE LEAVE MANAGERMENTS
8. PRIVILEGE LEAVES (PL or EL) CALCULATION IN EXCEL
9. EMPLOYEE OVERTIME CALCULATIONS
10. FULL & FINAL SETTLEMENT FORM IN EXCEL
11. INCREMENT ARREAR CALCULATION SHEET
12. LEAVE TRAVELLING ALLOWANCE (LTA) CALCULATION IN EXCEL
13. PERIOD OF EMPLOYMENT CALCULATOR
14. CTC CALCULATION FOR NEW JOINER IN EXCEL

HR TOOLKIT PRODUCT DETAILS

HR POLICIES & GUIDELINES

1. AI TOOL USAGE POLICY
2. ANTI-DISCRIMINATION POLICY
3. AT-WILL EMPLOYMENT POLICY
4. BEREAVEMENT POLICY
5. BRING YOUR OWN DEVICE POLICY
6. BUSINESS CONTINUITY POLICY
7. CASH HANDLING POLICY
8. CHILD LABOR POLICY
9. CODE OF ETHICS POLICY
10. COMPANY ASSET HANDLING POLICY
11. COMPANY C-OFF POLICY
12. COMPANY CREDIT CARD POLICY
13. COMPANY CYBER SECURITY POLICY
14. COMPANY DATA PROTECTION POLICY
15. COMPANY EMAIL USAGE POLICY
16. COMPANY HOLIDAY POLICY
17. COMPANY LEAVE POLICY
18. COMPANY NEW HIRE OR ONBOARDING POLICY
19. COMPANY OVERTIME POLICY
20. COMPANY SOCIAL MEDIA POLICY FOR EMPLOYEES
21. COMPANY VEHICLE POLICY
22. CONFLICT OF INTEREST POLICY
23. CONSEQUENCE MANAGEMENT GUIDELINES
24. CORONAVIRUS (COVID-19) COMPANY POLICY
25. CORPORATE GIFTING POLICY
26. CORPORATE SOCIAL RESPONSIBILITY POLICY
27. DIVERSITY, EQUITY, AND INCLUSION POLICY
28. DOMESTIC TRAVEL POLICY
29. DRUG TESTING POLICY

HR TOOLKIT PRODUCT DETAILS

30. EMPLOYEE ATTENDANCE POLICY
31. EMPLOYEE BACKGROUND CHECK POLICY
32. EMPLOYEE BENEFITS AND PERKS POLICY
33. EMPLOYEE BONUS POLICY
34. EMPLOYEE BUSINESS EXPENSE POLICY
35. EMPLOYEE CELL PHONE POLICY
36. EMPLOYEE CODE OF CONDUCT POLICY
37. EMPLOYEE COMPENSATION AND DEVELOPMENT POLICY
38. EMPLOYEE CONFIDENTIALITY GUIDELINES
39. EMPLOYEE DRESS CODE POLICY
40. EMPLOYEE EXIT INTERVIEW POLICY
41. CORPORATE GIFT POLICY
42. EMPLOYEE GRATUITY POLICY
43. EMPLOYEE HANDBOOK TEMPLATE
44. EMPLOYEE HOUSING ASSISTANCE POLICY
45. EMPLOYEE ID CARD POLICY
46. EMPLOYEE INCENTIVE AND BONUS POLICY
47. EMPLOYEE INCREMENT POLICY
48. EMPLOYEE OF THE MONTH POLICY
49. EMPLOYEE PARKING POLICY
50. EMPLOYEE PERFORMANCE REVIEW POLICY
51. EMPLOYEE PROBATIONARY PERIOD POLICY
52. EMPLOYEE PROMOTION POLICY
53. EMPLOYEE RECRUITMENT POLICY
54. EMPLOYEE REFERRAL PROGRAM POLICY
55. EMPLOYEE RELATIONSHIPS IN THE WORKPLACE
56. EMPLOYEE REMOTE WORK POLICY
57. EMPLOYEE RESIGNATION AND TERMINATION POLICY
58. EMPLOYEE RETIREMENT POLICY
59. EMPLOYEE TEMPORARY LAYOFF POLICY
60. EMPLOYEE TRAINING AND DEVELOPMENT POLICY

HR TOOLKIT PRODUCT DETAILS

61. EMPLOYEE TRANSPORT SERVICES POLICY
62. EMPLOYEE WELFARE POLICY
63. EMPLOYEE WELLNESS PROGRAM POLICY
64. EMPLOYEES DISCIPLINARY POLICY
65. EQUAL OPPORTUNITY EMPLOYER POLICY
66. ESOP SCHEME POLICY
67. FIRST AID AND MEDICAL ASSISTANCE POLICY
68. FLEXIBLE WORKING HOURS POLICY
69. FORMER EMPLOYEE REHIRE POLICY
70. GRIEVANCE PROCEDURE COMPANY POLICY
71. GUIDELINE FOR IMPLEMENTING A HYBRID WORK MODEL POLICY
72. HEALTHY CANTEEN POLICY
73. INTERNATIONAL RECRUITMENT POLICY
74. JOINING AND INDUCTION POLICY
75. LATE COMING POLICY
76. LAYOFF AND RECALL PROCEDURES POLICY
77. MATERNITY LEAVE POLICY
78. MOONLIGHTING POLICY
79. NO SMOKING WORKPLACE POLICY
80. OCCUPATIONAL WORKPLACE HEALTH AND SAFETY POLICY
81. OKR SAMPLES GUIDELINES
82. PAYROLL MANAGEMENT GUIDELINES
83. POSH - SEXUAL HARASSMENT OF WOMEN AT WORKPLACE POLICY
84. RELOCATION POLICY
85. REWARDS AND RECOGNITION POLICY
86. SALARY ADVANCE POLICY
87. SHORT-TERM DISABILITY POLICY
88. STUDY LEAVE POLICY
89. TIME & ATTENDANCE GUIDELINES
90. VIOLENCE IN THE WORKPLACE POLICY
91. WHISTLE BLOWER POLICY

HR TOOLKIT PRODUCT DETAILS

- 92. WORK FROM HOME POLICY
- 93. WORKING HOURS, PAID TIME OFF AND VACATION GUIDELINES
- 94. WORKPLACE BULLYING OR HARASSMENT POLICY
- 95. WORKPLACE HEALTH & SAFETY POLICY
- 96. WORKPLACE NEPOTISM POLICY
- 97. WORKPLACE VIOLENCE POLICY
- 98. WORKPLACE VISITORS POLICY

HR R&D CUM SURVEYS

- 1. 360 CONFIDENTIAL FEEDBACK SURVEYS
- 2. CANDIDATE EXPERIENCE SURVEY
- 3. COMMUTING SURVEY
- 4. COMPANY COMMUNICATION SURVEY
- 5. COMPANY EVENT EVALUATION SURVEY
- 6. DIVERSITY & INCLUSION SURVEY
- 7. EMPLOYEE ATTITUDE SURVEY
- 8. EMPLOYEE BENEFITS MANAGEMENT SURVEY
- 9. EMPLOYEE BURNOUT SURVEY
- 10. EMPLOYEE EMPOWERMENT SURVEY
- 11. EMPLOYEE ENGAGEMENT SURVEY
- 12. EMPLOYEE EXIT SURVEY
- 13. EMPLOYEE HEALTH PLAN SURVEY
- 14. EMPLOYEE INDUCTION SURVEY
- 15. EMPLOYEE MOTIVATION SURVEY
- 16. EMPLOYEE ONBOARDING SURVEY
- 17. EMPLOYEE OPINION SURVEY
- 18. EMPLOYEE PERFORMANCE SURVEY
- 19. EMPLOYEE PULSE SURVEY AT CRISIS RESPONSE
- 20. EMPLOYEE PULSE SURVEY AT POST-TRAINING

HR TOOLKIT PRODUCT DETAILS

21. EMPLOYEE PULSE SURVEY FOR WORKPLACE REOPENING
22. EMPLOYEE RETENTION SURVEY
23. EMPLOYEE SATISFACTION SURVEY
24. EMPLOYEE WELLNESS SURVEY
25. EMPLOYER IMPROVEMENT SURVEY
26. GREAT PLACE OF WORK SURVEY
27. HR EFFECTIVENESS SURVEY
28. INTERN EXIT SURVEY
29. INTERN FEEDBACK SURVEY
30. INTERVIEW FEEDBACK SURVEY
31. KNOWLEDGE MANAGEMENT SURVEY
32. MANAGERIAL EVALUATION SURVEY
33. OFFICE CANTEEN SURVEY
34. ORGANIZATIONAL ASSESSMENT SURVEY
35. PROFESSIONAL DEVELOPMENT SURVEY
36. REFERENCE CHECK SURVEY
37. SALARY AND COMPENSATION SURVEY
38. SALES TRAINING EVALUATION SURVEY
39. SURVEY FOR SAFETY MEASURES
40. TEAM EVENT PLANNING SURVEY
41. TEAM PERFORMANCE SURVEY
42. TEAMWORK SATISFACTION SURVEY
43. TECHNICAL SUPPORT SURVEY
44. TELECOMMUTING SURVEY
45. TRAINING NEEDS ASSESSMENT SURVEY
46. VOICE OF EMPLOYEE SURVEY
47. WORKPLACE BULLYING SURVEY
48. WORK STRESS SURVEY

HR TOOLKIT PRODUCT DETAILS

HR MOSTLY USED LETTERS & CERTIFICATES

1. ADDRESS PROOF CONFIRMATION BY EMPLOYER
2. ADHOC DESIGNATION CHANGE LETTER
3. ATTENDANCE WARNING LETTER
4. BIRTHDAY WISH LETTER
5. BONUS ANNOUNCEMENT LETTER
6. BONUS ANNOUNCEMENT LETTER-NOTICE
7. BREACH OF EMPLOYMENT CONTRACT LETTER
8. BUSINESS PROPOSAL LETTER
9. COMPANY BOND AGREEMENT
10. DEATH BENEFIT LETTER ESIC FOR DEPENDENTS
11. DISCIPLINARY WARNING NOTICE
12. EMPLOYEE DECEASED INTIMATION TO ESIC & EPFO
13. EMPLOYEE DEMOTION LETTER
14. EMPLOYEE LAY OFF LETTER
15. EMPLOYEE LOAN AGREEMENT
16. EMPLOYEE MOTIVATIONAL ACTIVITIES PROCESS
17. EMPLOYEE NOMINATION LETTER
18. EMPLOYEE RETENTION LETTER
19. EMPLOYEE SUSPENSION LETTER
20. EMPLOYMENT CERTIFICATE TO EMPLOYEE
21. EMPLOYMENT TRANSFER LETTER
22. EXPERIENCE CERTIFICATE TO EMPLOYEE
23. GRANTING AUTHORIZATION LETTER
24. HR AUDIT CHECKLIST
25. INTERNAL COMPLAINTS COMMITTEE
26. INTERNAL JOB POSTING APPLY
27. INTERNAL PROMOTION ANNOUNCEMENT
28. INVITATION FOR APPLYING INTERNAL JOB POSTING
29. INVITATION TO CANDIDATES FOR AN EVENT

HR TOOLKIT PRODUCT DETAILS

30. LATE COMING WARNING LETTER
31. LETTER FOR POOR PERFORMANCE
32. LETTER OF QUERY TO TEAM
33. LETTER OF TERMINATION OF CONTRACT
34. MASTER SERVICE AGREEMENT
35. MINUTES OF MEETING (MOM)
36. NO OBJECTION LETTER
37. NOC FROM LANDLORD IN CASE OF OFFICE RENT
38. PROBATION EXTENSION LETTER
39. RECOMMENDATION LETTER
40. SALARY ANALYSIS
41. SALARY CERTIFICATE LETTER
42. SCHOLARSHIP RECOMMENDATION LETTER
43. SERVICE DECLARATION OR AGREEMENT FORMAT
44. SHIFT CHANGE LETTER
45. SURRENDER OR CLOSURE OF ESIC CODE
46. SURRENDER OR CLOSURE OF PF CODE
47. UNAUTHORIZED ABSENCE WARNING LETTER
48. WARNING LETTER FOR INSUBORDINATION
49. WARNING LETTER FOR NEGLIGENCE OF DUTY TEMPLATE
50. WARNING NOTICE FOR BEHAVIOR ISSUES
51. WORK ANNIVERSARY LETTER

HR REGULAR USE FORMS & FORMATES

1. APPLICATION FORM FOR AVAILING COMPENSATORY OFF
2. APPOINTMENT LETTER FORMAT
3. ASSET HANDOVER FORM
4. BONAFIDE CERTIFICATE FORMAT
5. CANDIDATE FEEDBACK-EXPERIENCE FORM

HR TOOLKIT PRODUCT DETAILS

6. COMPANY ASSETS-EQUIPMENT DAMAGED FORM
7. DENIAL LETTER FORMAT TO EMPLOYEE
8. DISCIPLINARY ACTION FORM
9. DRUG TESTING CONSENT FORM
10. EMERGENCY LEAVE EMPLOYEE REQUEST FORM
11. EMPLOYEE ABSENCE TRACKING FORM
12. EMPLOYEE ACCIDENT REPORT FORM
13. EMPLOYEE ACCOMMODATION OR GUEST HOUSE REQUEST
14. EMPLOYEE ASSET- EQUIPMENT ISSUE FORM
15. EMPLOYEE ATTENDANCE TIMESHEET CORRECTION FORM TO HR
16. EMPLOYEE COMPLAINT FORM
17. EMPLOYEE EMERGENCY CONTACT FORM
18. EMPLOYEE EXPENSE REPORT
19. EMPLOYEE GRIEVANCE FORM
20. EMPLOYEE INFORMATION FORM
21. EMPLOYEE PROMOTION LETTER FORMAT
22. EMPLOYEE RECOGNITION LETTER FORMAT
23. EMPLOYEE REFERRAL FORM
24. EMPLOYEE SAFETY VIOLATION FORM
25. EXPENSES CLAIM FORM
26. FORM ADVANCE PAYMENT OR LOAN
27. FORMAT OF AFFIDAVIT
28. GRATUITY NOMINATION FORM
29. HR AUDIT CHECKLIST FORM
30. INJURY REPORT FORM
31. LEAVE REQUEST FORM
32. LETTER OF INCREMENT FORMAT
33. LTA [LEAVE TRAVEL ALLOWANCE] CLAIM FORM
34. PAID TIME OFF (PTO) REQUEST FORM
35. PROPERTY DAMAGED REPORT FORM
36. REFERENCE CHECK CONTROL FORM

HR TOOLKIT PRODUCT DETAILS

37. SEXUAL HARASSMENT COMPLAINT FORM
38. TIME-OFF REQUEST FORM
39. TRAVEL & ACCOMODATION REQUEST FORM
40. VACATION REQUEST FORM
41. WORK FROM HOME REQUEST FORM
42. WORKMENS COMPENSATON FORMS

HR STATUTORY GUIDELINES

1. ANNUAL RETURN MASTER FORM
2. APPLICATION FOR PERMISSION TO CONSTRUCT, EXTENT OR USING BUILDING FOR FACTORY
3. APPLICATION FOR REGISTRATION AND GRANT OR AMENDMENT OF LICENSE
4. CERTIFICATE OF FITNESS FOR EMPLOYMENT IN HAZARDOUS PROCESSES AND OPERATION
5. CERTIFICATE OF STABILITY
6. CONTRACT LABOUR REGULATION & ABOLITION ACT 1970
7. CONTRACTOR ESIC REGISTRATION IN ESIC PORTAL HELP FILE
8. EPF_FORM 31_NONAADHAR
9. EPF_FORM 10 C
10. EPF_FORM 10 D
11. EPF_FORM 20 DECEASED
12. EPF_FORM_5 IF
13. EPF_FORM11 FOR JOINING
14. EPF_FORM-15 G FOR PF
15. EPF_FORM19
16. EPF_JOINT DECLARATION
17. EPF_SPECIMEN SIGNATURE FORMAT FOR PF REGISTRATION
18. EPF_TRANSFER-OFFLINE-FORM-13
19. ESIC 37 CERTIFICATE OF RE EMPLOYMENT
20. ESIC 63 DECLARATION FORM REGARDING PAYMENT TO THE LEGAL HEIR
21. ESIC 71 PARTICULARS OF CONTRIBUTION

HR TOOLKIT PRODUCT DETAILS

22. ESIC 86 CERTIFICATE OF EMPLOYMENT ESIC
23. ESIC_FORM 2 ADDITION OR DELETION IN FAMILY DECLARATION
24. ESIC_FORM 10 ABSTENTION VERIFICATION IN RESPECT OF SICKNESS BENEFIT
25. ESIC_FORM 11 ACCIDENT BOOK
26. ESIC_FORM 15 CLAIM FOR DEPENDENT BENEFIT
27. FORM 1 DECLARATION FORM ESIC
28. FORM 12 ACCIDENT REPORT FROM EMPLOYER ESIC
29. FORM 14-CLAIM FOR PERMANENT DISABLEMENT BENEFIT ESIC
30. FORM 19 CLAIM FOR MATERNITY BENEFIT AND NOTICE OF WORK ESIC
31. FORM 22 F UNER ALL EXPENSES CLAIM ESIC
32. FORM 22 HALF YEARLY RETURN
33. FORM 24 DECLARATION AND CERTIFICATE FOR DEPEDENT BENEFIT ESIC
34. FORM ER I
35. FORM ER II
36. FORM FOR REGISTRATION OF EPF
37. FORM11 ACCIDENT BOOK ESIC
38. FORM16 CLAIM FOR PERIODICAL PAYMENT OF DB ESIC
39. HALF YEARLY RETURN
40. HEALTH REGISTER
41. LABOUR LAWS IN INDIA
42. LICENCE TO WORK A FACTORY
43. MATERNITY BENEFIT ACT, 1961
44. NATIONAL MANUFACTURING POLICY
45. NOTICE OF PERIODS OF WORK FOR ADULT WORKERS
46. OVERTIME REGISTER FOR EXEMPTED WORKERS
47. PAYMENT OF GRATUITY ACT, 1972
48. REGISTER CONTAINING PARTICULARS OF WORKING ENVIRONMENT
49. REGISTER OF ACCIDENT, MAJOR ACCIDENTS AND DANGEROUS OCCURRENCES
50. REGISTER OF COMPENSATORY HOLIDAYS
51. REGISTER OF LEAVE WITH WAGES
52. REPORT OF ACCIDENT INCLUDING DANGEROUS OCCURRENCE

HR TOOLKIT PRODUCT DETAILS

53. TAX ON PROFESSION TRADE CALLING AND EMPLOYMENT BASIC INFORMATION
54. THE APPRENTICES ACT 1961
55. THE CHILD LABOUR PROHIBITION AND REGULATION AMENDMENT ACT 2016
56. THE CONTRACT LABOUR REGULATION AND ABOLITION ACT 1970
57. THE EMPLOYEES PROVIDENT FUNDS AND MISCELLANEOUS ACT 1952
58. THE EMPLOYEES STATE INSURANCE ACT 1948
59. THE FACTORIES ACT 1948
60. THE INDUSTRIAL DISPUTES ACT 1947
61. THE PAYMENT OF BONUS ACT 1965
62. THE PAYMENT OF WAGES ACT 1936
63. THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE ACT 2013
64. THE TRADE UNIONS ACT 1926
65. THE WORKMENS COMPENSATION ACT 1923

INTERNSHIP MANAGERMENTS TEMPLATES

1. CANDIDATES INTERNSHIP EVALUATION
2. INTERN FAQ
3. INTERN SUPERVISORS EVALUATION
4. INTERNSHIP APPOINTMENT LETTER
5. INTERNSHIP COMPLETION CERTIFICATE
6. INTERNSHIP OFFER EMAIL TEMPLATE
7. INTERNSHIP OFFER LETTER
8. READY TO USE HR INTERNSHIP TOPICS
9. WRITING AN INTERNSHIP REPORT-COMPREHENSIVE GUIDANCE
10. 200+ HRM PROBABLE QUESTION-ANSWERS

HR TOOLKIT PRODUCT DETAILS

[INTERVIEW QUESTIONS AND CHECKLISTS](#)

1. .NET DEVELOPER INTERVIEW QUESTIONS
2. ACCOUNTING MANAGER INTERVIEW QUESTIONS
3. ADMINISTRATION MANAGER INTERVIEW QUESTIONS
4. ADMINISTRATIVE OFFICER INTERVIEW QUESTIONS
5. ANALYTICS MANAGER INTERVIEW QUESTIONS
6. ANDROID DEVELOPER INTERVIEW QUESTIONS
7. BUSINESS ANALYST INTERVIEW QUESTIONS
8. BUSINESS DEVELOPMENT MANAGER INTERVIEW QUESTIONS
9. CFO INTERVIEW QUESTIONS
10. CODING INTERVIEW QUESTIONS
11. COMMUNICATION INTERVIEW QUESTIONS
12. COO INTERVIEW QUESTIONS
13. COPYWRITER INTERVIEW QUESTIONS
14. CORPORATE TRAINER INTERVIEW QUESTIONS
15. CUSTOMER SERVICE REPRESENTATIVE INTERVIEW QUESTIONS
16. DATA SCIENTIST INTERVIEW QUESTIONS
17. DIGITAL MARKETING MANAGER INTERVIEW QUESTIONS
18. GRAPHIC DESIGNER INTERVIEW QUESTIONS
19. HR DIRECTOR INTERVIEW QUESTIONS
20. HR EXECUTIVE INTERVIEW QUESTIONS
21. HR MANAGER INTERVIEW QUESTIONS
22. HTML INTERVIEW QUESTIONS
23. IT MANAGER INTERVIEW QUESTIONS
24. IT TECHNICIAN INTERVIEW QUESTIONS
25. JAVA DEVELOPER INTERVIEW QUESTIONS
26. OFFICE ASSISTANT INTERVIEW QUESTIONS
27. PHP DEVELOPER INTERVIEW QUESTIONS
28. PRODUCT MANAGER INTERVIEW QUESTIONS
29. PROGRAMMING INTERVIEW QUESTIONS

HR TOOLKIT PRODUCT DETAILS

30. PROJECT MANAGER INTERVIEW QUESTIONS
31. PUBLIC RELATIONS MANAGER INTERVIEW QUESTIONS
32. PYTHON DEVELOPER INTERVIEW QUESTIONS
33. SALES INTERVIEW QUESTIONS
34. SALES MANAGER INTERVIEW QUESTIONS
35. SCRUM MASTER INTERVIEW QUESTIONS
36. SENIOR WEB DEVELOPER INTERVIEW QUESTIONS
37. SEO ANALYST INTERVIEW QUESTIONS
38. SOCIAL MEDIA MANAGER INTERVIEW QUESTIONS
39. SOFTWARE DEVELOPER INTERVIEW QUESTIONS
40. TECHNICAL LEAD INTERVIEW QUESTIONS
41. TELECALLER INTERVIEW QUESTIONS
42. UX DESIGNER INTERVIEW QUESTIONS
43. VISUAL DESIGNER INTERVIEW QUESTIONS
44. WEB DESIGNER INTERVIEW QUESTIONS

AGREEMENTS & CONTRACTS TEMPLATES

1. AGREEMENT BETWEEN HR & FOS
2. AGREEMENT OF OUTSOURCING PAYROLL SERVICES
3. AGREEMENT OF TENANCY
4. CONSULTANCY AGREEMENT
5. EMPLOYEE LOAN AGREEMENT
6. FORMAT OF AFFIDAVIT
7. FREELANCE CONTRACT TEMPLATE
8. INDEPENDENT CONTRACTOR AGREEMENT
9. MASTER SERVICE AGREEMENT
10. MASTER SERVICES AGREEMENT AND NON-DISCLOSURE AGREEMENT
11. MINUTES OF MEETING
12. NOC FROM LANDLORD IN CASE OF OFFICE RENT

HR TOOLKIT PRODUCT DETAILS

OKR TEMPLATES

1. OKR FOR ENGINEERING TEAM
2. OKR FOR HUMAN RESOURCE TEAM
3. OKR FOR MARKETING TEAM
4. OKR FOR PRODUCT MANAGEMENT TEAM
5. OKR SAMPLES GUIDELINES
6. OKRS FOR QUALITY ASSURANCE TEAM
7. OKRS FOR SALES DEPARTMENT TEAM

PERFORMANCE MANAGERMENTS TEMPLATES

1. 90-DAY PERFORMANCE REVIEW FORM
2. 360-DEGREE PERFORMANCE EVALUATION FORM
3. ABSENCE TRACKING FORM
4. ANNUAL PERFORMANCE APPRAISAL FORM
5. APPRAISAL LETTER FORMAT
6. CANDIDATE EVALUATION FORM
7. EMPLOYEE PEER REVIEW TEMPLATE
8. EMPLOYEE PERFORMANCE AND DEVELOPMENT PLAN
9. EMPLOYEE SELF REVIEW FORM
10. PERFORMANCE APPRAISAL LETTER
11. PERFORMANCE IMPROVEMENT PLAN
12. PERFORMANCE REVIEW MEETING CHECKLIST
13. PERFORMANCE WARNING LETTER
14. PROBATION PROGRESS EVALUATION FORM
15. PROBATIONARY APPRAISAL FORM
16. S.M.A.R.T. GOALS TEMPLATES

HR TOOLKIT PRODUCT DETAILS

RECRUITMENT & ONBOARDINGS TEMPLATES

1. NEW HIRE CHECKLIST
2. 30-60-90 DAY ONBOARDING PLAN & QUESTIONS
3. CONTRACT EMPLOYEE JOINING FORM
4. EMPLOYEE HANDBOOK FORMATE
5. EMPLOYEE INFORMATION FORM
6. EMPLOYEE JOINING FORM TEMPLATE 1
7. EMPLOYEE JOINING FORM TEMPLATE 2
8. EMPLOYEE JOINING REPORT
9. EMPLOYEE ONBOARDING ANALYSIS
10. EMPLOYEE ORIENTATION CHECKLIST
11. EMPLOYEE POLICE VERIFICATION REPORT FOR NEW JOINER
12. EMPLOYMENT FORM
13. EMPLOYMENT REFERENCE LETTER
14. INDUCTION FEEDBACK FORM
15. INTERVIEW AGENDA TEMPLATE
16. INTERVIEW ASSESSMENT FORM
17. INTERVIEW CALL LETTER FORMAT
18. INTERVIEW CHECKLIST FOR RECRUITERS
19. INTERVIEW QUESTIONNAIRE
20. INTERVIEW TIPS FOR RECRUITERS
21. JOB APPLICATION LETTER FORMAT
22. JOB CONFIRMATION LETTER FORMAT
23. JOB OFFER LETTER TEMPLATE
24. MANPOWER REQUISITION FORM
25. NEW EMPLOYEE ANNOUNCEMENT EMAIL
26. NEW EMPLOYEE WELCOME EMAIL
27. NEW HIRE ONBOARDING CHECKLIST

HR TOOLKIT PRODUCT DETAILS

28. NEW HIRE ORIENTATION FEEDBACK FORM
29. NEW HIRE PROBATION LETTER FORMAT
30. NEW JOINER WELCOME LETTER TEMPLATE
31. ONBOARDING WELCOME EMAIL
32. PRE-PLACEMENT OFFER TEMPLATE
33. REMOTE EMPLOYEES ONBOARDING CHECKLIST
34. TRAINEE APPOINTMENT LETTER FORMAT

TRAININGS & DEVELOPMENTS TEMPLATES

1. EMPLOYEE TRAINING AND DEVELOPMENT GUIDELINES
2. NEW EMPLOYEE TRAINING CHECKLIST
3. NEW HIRE TRAINING CHECKLIST
4. TRAINING AND DEVELOPMENT CALENDAR
5. CORPORATE TRAINER INTERVIEW QUESTIONS
6. TRAINING EVALUATION FORM AND FEEDBACK
7. SWOT ANALYSIS

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FAQS

1. How ready to use HR Toolkit will help startups?

Ready-to-use HR kits can be particularly beneficial for startups in several ways:

- **Time and Cost Savings:** Startups often have limited resources and may not have dedicated HR personnel. Ready-to-use HR kits provide pre-designed templates, policies, and forms that can be easily implemented, saving valuable time and effort. Instead of creating HR documents from scratch or hiring specialized HR consultants, startups can utilize these kits at a fraction of the cost.
- **Compliance and Legal Support:** HR kits typically include information and resources related to employment laws and regulations specific to the jurisdiction in which the start-up operates. This helps ensure that the start-up's HR practices are in compliance with legal requirements, reducing the risk of legal disputes or penalties.
- **Structured HR Processes:** HR kits provide startups with a framework for establishing structured HR processes and policies right from the beginning. This can help create a professional and consistent approach to HR management, ensuring fairness, clarity, and transparency in areas such as recruitment, onboarding, performance management, and employee relations.
- **Scalability and Growth:** Startups often experience rapid growth and expansion. Ready-to-use HR kits can help streamline HR processes and accommodate the increasing demands of managing a growing workforce. The templates and tools provided in the kits can be easily customized and scaled to meet the changing needs of the organization.
- **Employee Engagement and Retention:** HR kits often include resources for employee engagement, performance management, and training and development. By implementing these practices early on, startups can foster a positive work culture, provide clear expectations, and support employee growth, which can contribute to higher employee satisfaction and retention.
- **Professional Image:** Having well-defined HR policies, procedures, and documents from the start can enhance the start-up's professional image. It demonstrates a commitment to best practices, employee well-being, and compliance, which can help attract top talent, build trust with stakeholders, and establish a positive reputation in the industry.

However, it's important to note that while ready-to-use HR kits can provide a solid foundation, they may not address all unique circumstances and specific needs of every start-up. Startups should review and customize the materials included in the HR kits to align with their unique organizational culture, values, and legal requirements. Additionally, seeking legal advice or HR expertise may be necessary to ensure full compliance and address any specific challenges or complexities.

FAQS

2. [Why Novark's ready to use HR toolkit?](#)

Novark's, ready-to-use HR kits provide startups and small businesses with a comprehensive set of tools, templates, and resources to effectively manage their HR processes. These kits offer numerous benefits, making them a valuable asset for organizations without dedicated HR personnel or limited resources.

Besides, Novark's ready-to-use HR kits save time and costs by providing pre-designed templates and forms that can be easily implemented. Rather than starting from scratch, startups can leverage these resources to streamline their HR operations, allowing them to focus on other critical aspects of their business.

Importantly, Novark's HR kits ensures compliance with employment laws and regulations. They include resources and information specific to legal requirements, reducing the risk of legal disputes or penalties. Startups can confidently navigate through complex compliance issues with the guidance provided in these kits.

Moreover, Novark's ready-to-use HR kits establish structured HR processes from the beginning. They provide policies, procedures, and guidelines that foster consistency and clarity in managing employees. This structured approach contributes to a positive work culture, supports performance management, and improves employee relations.

Thus, Novark's ready-to-use HR kits provide a solid foundation, it's essential for startups to customize the materials to align with their specific needs, values, and legal requirements. Seeking legal advice or HR expertise may be necessary to ensure compliance and address any unique challenges.

Once you make the subscribed (click download to subscribe) successfully, It will automatically download and also you will get it in to your email inbox. Besides, you can download the Toolkit unlimited from the account created at the time subscribed.

3. [How long can I get access to the HR documents?](#)

Our HR Toolkit is absolutely available for 30 days for the customers after purchase in Novark's account. Therefore, once you log in, you can get **access** to the documents till 30 days.

FAQS

4. [Do I/we require any specific system or software requirements to access the files?](#)

Your Files & Documents are compressed to ZIP and are available in your “Downloads” section under “My Account” after Login. You should have latest WINZIP or WINRAR software to Unzip the Files to your computer or laptop.

5. [How will I receive the updates?](#)

All documents are up to date. As and when we update the documents again in reference to the needs, you will receive the same updates and we will intimate you accordingly by mail to the email id registered at the time of purchase.

6. [Can I get a discount?](#)

All our documents are originally made by **Highly experienced HR Professionals**. We have invested over ₹ 5,00,000 to make these documents and we keep investing to update them. If you get them made by a professional it will cost you ₹ 1000-2000 per document.

If you don't find any document which you need in our toolkit, we'll prepare those documents for free. If you are an HR Student, please mail your student id to hr@novark.in to get a special discount.

7. [Where is your company based and can we meet you?](#)

We are more than 16 years experienced HR company. We are doing voice and video calls also. You can drop a WhatsApp on this number +91 7002474998 and we will [connect](#) with you immediately.

8. [Are the documents on HR toolkit trusted?](#)

Absolutely. All the documents available in the HR Toolkit are **legally compliant and government verified**.