



STARTUP HR CONSULTANCY

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Subject: HR Toolkit @ just 1499

Dear Sir,

Greetings from HR Cluster!!!

HR Toolkit is comprehensive and ready to use HR Documents Kits having almost 400+ Documents, So its provide you all drafts formats in word & Excel Formats.

- 1) Hiring Module
- 2) On Boarding kit
- 3) Employee Policies
- 4) Employee Compensation
- 5) Performance management kit
- 6) Employee Engagement
- 7) ROR
- 8) Exit Process
- 9) Statutory Compliance
- 10) Records and Formats
- 11) Job Descriptions
- 12) New Recruitment Module
- 13) Statutory Policy - Labour Law

Details of above as following.

1. Hiring Module

1. Manpower requisition
2. JD
3. Recruitment Letter
4. Interview Guidance
5. Candidate evaluation Form , Sheet
6. Offer Letter
7. Employment Agreement
8. Salary Calculator
9. Non Competence And Non-disclosure

2. On boarding kit

1. Company Policies checklist for New Hires
2. Employee Appointment Letter
3. Employee Induction
4. Job Offer E-mail
5. New employee welcome email



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6. New Hire Checklist
7. On Boarding Checklist

3. Employee Policy

1. Anti-Sexual Harassment Policy
2. Anti-Discrimination-Policy
3. Attendance and Punctuality Guidelines
4. Code of Conduct
5. IT Cyber Security Policy
6. Company Sick Leave Policy
7. Employee handbook
8. CORPORATE SOCIAL RESPONSIBILITY POLICY
9. Dress Code Policy
10. Drug Testing Policy
11. Company Cell Phone Policy
12. Conflict of Interest Policy
13. EXIT INTERVIEW POLICY
14. INTERNET AND EMAIL POLICY FOR EMPLOYEES
15. EMPLOYEE REFERRAL POLICY
16. EMPLOYEE RELATIONSHIPS IN THE WORKPLACE POLICY
17. EMPLOYEE REMOTE WORK POLICY
18. EMPLOYEE SMOKING POLICY
19. SOCIAL MEDIA POLICY
20. EQUAL EMPLOYMENT OPPORTUNITY POLICY
21. HANDBOOK On Sexual Harassment of Women at Workplace
22. INTERNAL JOB POSTING POLICY
23. Gift Policy
24. Leave Policy
25. Open Door Policy
26. PROBATION AND CONFIRMATION Policy
27. Rewards and Recognition Policy
28. Separation Policy
29. Sexual Harassment Policy
30. The Whistle-blower Policy
31. Training for Sexual harassment
32. Travel Policy
33. violence at workplace policy
34. Work From home policy

4. Employee Compensation

1. Salary Structure
2. Components



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3. Bonus Calculation
4. TDS Calculation
5. Corporate Salary Slip
6. ESOP Scheme
7. ITR Declaration
8. Salary Calculation Sheet

5. Performance management

1. Performance Management process
2. Performance review
3. Performance Improvement Plan
4. Performance Appraisal letter
5. Performance warning letter
6. KRA
7. Marketing Intern Responsibilities

6. Employee Engagement

1. Employee of the month policy
2. Engagement plan
3. Mentorship Plan

7. Exit Process

1. Exit Process
2. leaving formalities
3. Exit Interview format
4. Relieving letter
5. Clearance form
6. FULL FINAL SETTLEMENT calculator
7. Emp Clearance form

8. Statutory Compliance

1. Introduction
2. Payment of Wages Act, 1936
3. Minimum Wages Act, 1948
4. The Payment of Bonus Act, 1965
5. Tax Deduction at Source (TDS)
6. Professional Tax
7. Amendments to Maternity Benefit Act, 1961
8. Equal Remuneration Act, 1976
9. Shops & Establishments Act
10. The Employees' State Insurance Act, 1948
11. The Payment of Gratuity Act, 1972



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12. Employees Provident Fund (PF) and Miscellaneous Provisions Act, 1952
13. Labour Welfare Fund Act, 1965

9. Records and Formats

1. Acceptance of Employee Apology - All purpose
2. Adhoc Designation Change Certificate
3. Adhoc Increment Certificate
4. Admn Manual
5. Appraisal certificate
6. Appraisal Certificate with Promotion without Increment
7. CONSULTANCY AGREEMENT
8. Employee Calendar
9. Employee master Files
10. Experience or Relieving letter with praise
11. Experience or Relieving letter
12. Final Warning Notice for Attendance Issues
13. Final Warning Notice for Behaviour Issues
14. Final Warning Notice for Performance Issues
15. Full-n-Final Settlement with Confirmation
16. intern-Offer-Letter agreement
17. Internship Experience Certificate with Praise
18. Internship Experience Certificate
19. Job Suspension during Misconduct Investigation
20. Lay-off due to CO-BU-Dept Shutdown
21. Letter of Appointment
22. Letter to Bank
23. MARKETING SERVICE AGREEMENT WITH CREDIT CARD
24. Medical Bill
25. NOC for Attending Workshop
26. NOC for Bank Account
27. NOC for Credit Card
28. NOC for Double Shift
29. NOC for Employees to Work in Other Organization
30. NOC for Organizing Event
31. NOC for Part Time Job
32. NOC for Personal Loan
33. NOC for tourist visa
34. NOC for Trainee Student from Company
35. NOC for Visiting Abroad
36. NOC Letter Format for Department Change
37. NOC Letter Format for Job Change



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38. NOC Letter Format for Studies
39. NOC Letter to Employee For Visa
40. NON Disclosure Agreement
41. Post Probation Increment Certificate
42. purchase order
43. Relieving Letter after Resignation
44. Resignation Acceptance General - Key Employee
45. Resignation Acceptance General
46. Stationery Request
47. Vendor Agreement
48. Warning Notice for Attendance Issues
49. Warning Notice for General Behavior Issues
50. Warning Notice for Misbehaviors on Specific Date-Occasion
51. Warning Notice for Performance Issues
52. Zero Tolerance Policy

10. Job Descriptions

1. Accountant
2. Director of Operations job description
3. Admin Officer Job description
4. Finance Officer job description
5. Head of Finance job description
6. Head of HR Operations job description
7. Head of Operations job description
8. Hiring Specialist job description
9. HR Business Partner job description
10. Analytics Manager Job description
11. Android Developer job description
12. Architect job description
13. Assistant Editor job description
14. Bartender job description
15. Branch Manager Job description
16. Business editor job description
17. Cabin Crew Job description
18. Call Center Manager Job description
19. Campus Recruiter Job description
20. CEO Job description
21. Civil Engineer Job description
22. CNC Operator job description
23. Compliance Manager Job description
24. Contributors job description



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25. Corporate Trainer job description
26. Customer Service Manager Job description
27. Customer Support Specialist job description
28. Data Architect job description
29. Database Administrator DBA
30. DevOps Engineer job description
31. Digital Marketing Executive - Job Description-converted
32. Digital Marketing Executive job description
33. Editor job description
34. Event Coordinator job description
35. Event Manager Job description
36. Event Planner job description
37. Executive Assistant job description
38. Financial Controller job description
39. General Counsel Job description
40. VP of HR job description
41. Graphic Designer job description
42. HR & Admin Officer
43. HR manager
44. Investment Banker job description
45. iOS Developer job description
46. Java Software Engineer job description
47. Kitchen Manager Job description
48. Lab Technician job description
49. Lead Data Scientist job description
50. Legal Counsel Job description
51. Lifestyle editor job description
52. Logistics Manager Job description
53. Machine Learning Engineer job description
54. Machine Operator job description
55. Machinist Job description
56. Managing Editor JD
57. Marketing Excecutive JD
58. Marketing Manager JD
59. Mechanical Engineer job description (1)
60. Medical Office Manager Job description
61. News editor job description
62. Normal technician (premium brands- BMW)
63. Nurse Job description
64. Nutritionist Job description
65. Office Administrator job description



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66. Office Assistant job description
67. Optometrist job description
68. Pastry Chef Job description
69. Payroll Manager Job description
70. Payroll Officer Job description
71. Payroll Specialist job description
72. Pediatrician Job description
73. Pharmacist Job description
74. Photographer job description
75. PHP Developer job description
76. Physical Therapist job description
77. Physician job description
78. Procurement Manager Job description
79. Product Manager job description
80. Production Manager Job description
81. Programmer job description
82. Project Engineer job description
83. Psychiatrist Job description
84. Purchasing Manager Job description
85. Purchasing Officer Job description
86. QA Engineer job description
87. QA Tester job description
88. Receptionist job description
89. Recruitment Manager Job description
90. Recruitment Specialist job description
91. Restaurant Manager job description
92. Retail Trainer job description
93. Risk Manager Job description
94. Ruby on Rails Developer job description
95. Sales and Marketing and Marketing Manager Job Description
96. Sales Coach Job description
97. Secretary Job description
98. Senior advisor Sales head
99. Senior HR Manager Job description
100. Senior Reporter job description
101. Senior Ruby Developer job description
102. Senior-Technician-Maintenance-Generic-JD (1)
103. Shift Manager Job description
104. Software Developer job description
105. Software Engineer job description
106. Sous Chef Job description



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107. Sports editor job description
108. Staffing Specialist job description
109. Sub editor job description
110. Supervisor Job description
111. System Administrator job description
112. Systems Engineer job description
113. Talent Acquisition Specialist job description
114. Teacher job description
115. Technical Architect job description
116. Technical Recruiter job description
117. Technical Support Engineer job description
118. Technical Trainer job description
119. Technical Writer job description
120. Training Manager Job description
121. Transportation Manager Job description
122. Travel Agent Job description
123. UI UX Designer job description
124. Veterinarian job description
125. Visual Designer job description

11. New Recruitment Module

1. Job Interview

1. Application-acknowledgement-email-template
2. Email-to-successful-candidate-after-interview
3. Interview-assignment-example-template
4. Interview-availability-email-template
5. Interview-cancellation-email-from-employee
6. Interview-confirmation-email-template
7. Interview-no-show-email-template
8. Interview-reminder-email-template
9. Phone-interview-confirmation-email-template
10. Phone-interview-email-interview-template
11. Reschedule-interview-with-candidates-email-template
12. Sample-recruiting-text-messages-to-candidates
13. Second-interview-confirmation-email-template
14. Second-interview-email-template
15. Skype-interview-invitation-email-template
16. Status-update-email-to-hiring-managers



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17. Video interview invitation email

2. Job Offer

1. Contract-employee-offer-letter-sample
2. Developer-Job-Offer-Letter-template
3. Formal-job-offer-letter-template
4. Informal Offer Letter Sample
5. Internal-promotion-offer-email-template
6. Job-offer-email-template
7. Offer Letter Sample
8. Part-time-to-full-time-offer-letter-template
9. Salary-negotiation-with-candidates-email-template
10. Sales-Job-Offer-Letter-template

3. Job Referral

1. Employee-referral-bonus-program-announcement-sample-email
2. employee-referral-programmer mail template
3. Refer-a-friend-for-a-job-email-template

4. Rejection

1. Applicant Rejection Letter Sample
2. Candidate Rejection Email Template
3. Candidate Rejection Letter Sample
4. Interview-feedback-to-candidates-email-template
5. Job-application-rejection-email-template
6. Post Interview Sample Rejection Letter
7. Rejecting-overqualified-candidates-email-template

5. Sourcing

1. Internal-job-posting-email-template
2. Job-opportunity-email-template
3. Keeping-candidates-warm-email-template
4. passive-candidate-email-template-1
5. Recruiter-introduction-to-candidate-email-template
6. Sourcing-developer-candidates-email-template

12. Statutory Policy - Labour Law

1. Labour Law Annual Leave and Holidays
2. Labour Law Compensation
3. Labour law Fair Treatment



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4. Labour law health and safety
5. Labour Law Trade Union

If you have any query regarding the above have revert to us.