

EMPLOYEE HANDBOOK SUPPORT



Our experts can review or create your employee handbook from scratch.

01

Employee Handbook Questionnaire

Completing the online handbook questionnaire provides our team with the necessary information to determine which employment laws apply to your organization. As a part of the process, clients also have the option to upload their current handbook as a Word Document.



02

Team Work

Our handbook team begins drafting your employee handbook as soon as we receive the necessary materials. With the support of our team of employment law attorneys, we ensure a comprehensive and accurate handbook for your organization. The approximate turnaround time is 8-10 weeks.



03

Handbook Draft Review

Evaluate your drafted employee handbook and make a decision to either accept or reject the suggestions provided by the handbook review team.



04

Finalization Consultation and Handbook Delivery

Schedule a Finalization Call with your designated HR Manager to address any remaining queries before concluding the handbook. It allows your team to seek clarification & ensure a seamless finalization process. **Receive your completed handbook as a Word Document!**

