

# Don't let HR functions bottleneck the growth of your business.

Get a complete HR playbook packed with policies, procedures, and forms!

When it comes to unlocking your business' full productive potential, your HR functions should be a top priority. Without structured, intentional HR operations, companies struggle to hire, stay compliant, and grow strategically. All of these HR mishaps impair productivity and, ultimately, profitability.

## LAUNCH YOUR HR FUNCTIONS QUICKLY & EASILY

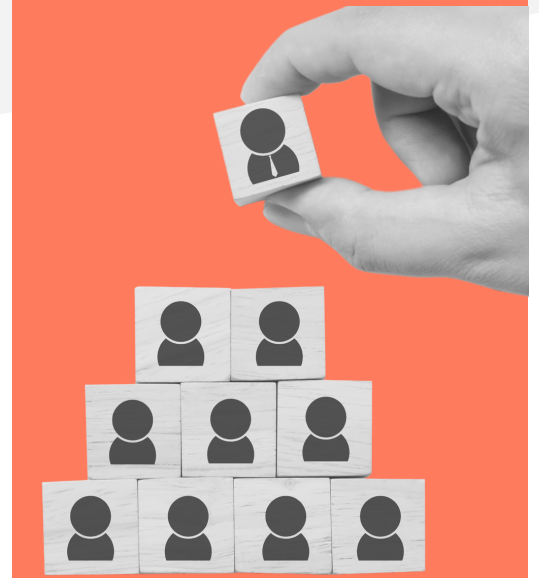


- Allow anyone you hire to get up-to-speed
- Save your employees' time
- Easily produce consistent procedures
- One place to go for vital information
- Tie process improvement to key objectives

## INFORMATION YOU CAN PUT INTO PRACTICE



Experienced professionals from Associated Industries created the DesignHR playbook. It includes the frameworks, best practices & templates required to successfully implement an HR operating model and process initiatives to make your strategy happen.



## We built it so you can delegate it, streamline it, and handle it for your business.

An HR playbook must provide enough guidance for your people "wearing the HR hat" to do their job effectively while avoiding information overload. It must be adapted for real-world scenarios so that both new and experienced team members can use it to start tackling your employer-specific issues effectively.

This playbook is designed to help small businesses mitigate risks and promote streamlined operations. It is a practical, how-to guide that is educational, operational, and functional, as it includes of the corresponding documents needed to implement successful human resource processes.

## GET STARTED TODAY!



Active Members:  
membercare@aiin.com



Non-Members  
designhr@aiin.com



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### Hiring Toolkit

Employment Applications Information  
Sample Employment Application  
Hiring Procedure  
Candidate Email Templates  
Sample Phone Screen Questions  
Sample Interview Questions  
Interview Wrap-up Form  
Background Check Policy  
WA Criminal Records Info Sheet  
Hiring Decision Matrix  
Sample Individualized Assessment Form  
Offer Letter Template  
Reference Check Forms  
Hiring Resources

### Background Check Forms

Consumer Report Disclosure (no credit)  
Consumer Report Disclosure (with credit)  
Investigative Consumer Report Disclosure  
Notice Regarding Credit Reports (WA)  
State and Local Notices  
Acknowledgment & Authorization Form  
WA MVR Release Form  
Subject Information  
Summary of Rights Under the FCRA  
WA State Summary of Rights  
Pre-Adverse Action Letter  
Pre-Adverse Action Letter (Seattle, WA)  
Adverse Action Letter  
Adverse Action Letter (Seattle, WA)

### Onboarding Toolkit

Onboarding Scorecard  
Pre-Board & Orientation Checklist  
Manager Onboarding Checklist  
New Hire Announcement  
New Hire Welcome Letter  
I-9 Guide  
Employee File Best Practices  
Confidentiality Agreement  
Direct Deposit Form  
Emergency Contact Info Form  
WA PSL Employee Notification  
Handbook Acknowledgment  
New Hire Reporting Process (WA)  
Orientation & Training Schedule  
Employee Onboarding  
Questionnaire

### Job Description Toolkit

Job Analysis Worksheet  
Job Description Template  
Knowledge & Skills Examples  
WA Employee Classifications  
WA Salary Implementation  
Schedule  
JD Revision Request Form

### Sample Employee Handbook

### Federal & State Posters

Employee Engagement Toolkit  
Employee Survey Questions

### Performance Management Toolkit

90-Day Performance Review Form  
90-Day Self-Evaluation Form  
Annual Performance Review Form  
Annual Performance Review Self-Evaluation  
Performance Assessment Log

### Discipline & Termination Toolkit

Discipline & Termination Procedure  
Additional Training Form  
Verbal Counseling Form  
Verbal Warning Form  
Disciplinary Action Notice  
Termination Assessment  
Sample Response to Resignation  
Sample Termination Letter  
Exit Interview Form  
Termination Checklist

### Employee Leave Toolkit

Employee Leave Procedure  
Sample Leave Tracking Sheet  
FMLA Poster General Notice  
Notice of Eligibility & Rights w/ FMLA  
Employee Medical Certification Form  
Family Member Medical Cert. Form  
Designation Notice Under FMLA  
Return to Work Cert. Form  
WA PFML Poster  
Accommodation Log Template  
Leave Resources

**GET STARTED TODAY!**

**Don't let HR functions bottleneck the growth of your business.**



**Save time & kickstart your HR functions!**

### DesignHR Start-Up Playbook

Hiring Toolkit

Onboarding Toolkit

Job Description Toolkit

Discipline & Termination Toolkit

Federal & State Posters

**\$1,950**

Upgrade to the DesignHR Full Playbook at anytime!

### DesignHR Full Playbook

Hiring Toolkit

Background Check Forms

Onboarding Toolkit

Job Description Toolkit

Sample Employee Handbook

Employee Engagement Toolkit

Performance Management Toolkit

Discipline & Termination Toolkit

Employee Leave Toolkit

Federal & State Posters

**\$2,950**

### Member-Only Offering

Individually priced toolkits

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**\$495**

On-Boarding Toolkit  
**\$495**

Employee Leave Toolkit  
**\$595**

Job Description Toolkit  
**\$295**

Performance Management  
**\$295**

Discipline & Termination  
**\$495**

**Sign up for membership within 12 months of launching DesignHR and get 25% off your first-year dues!**