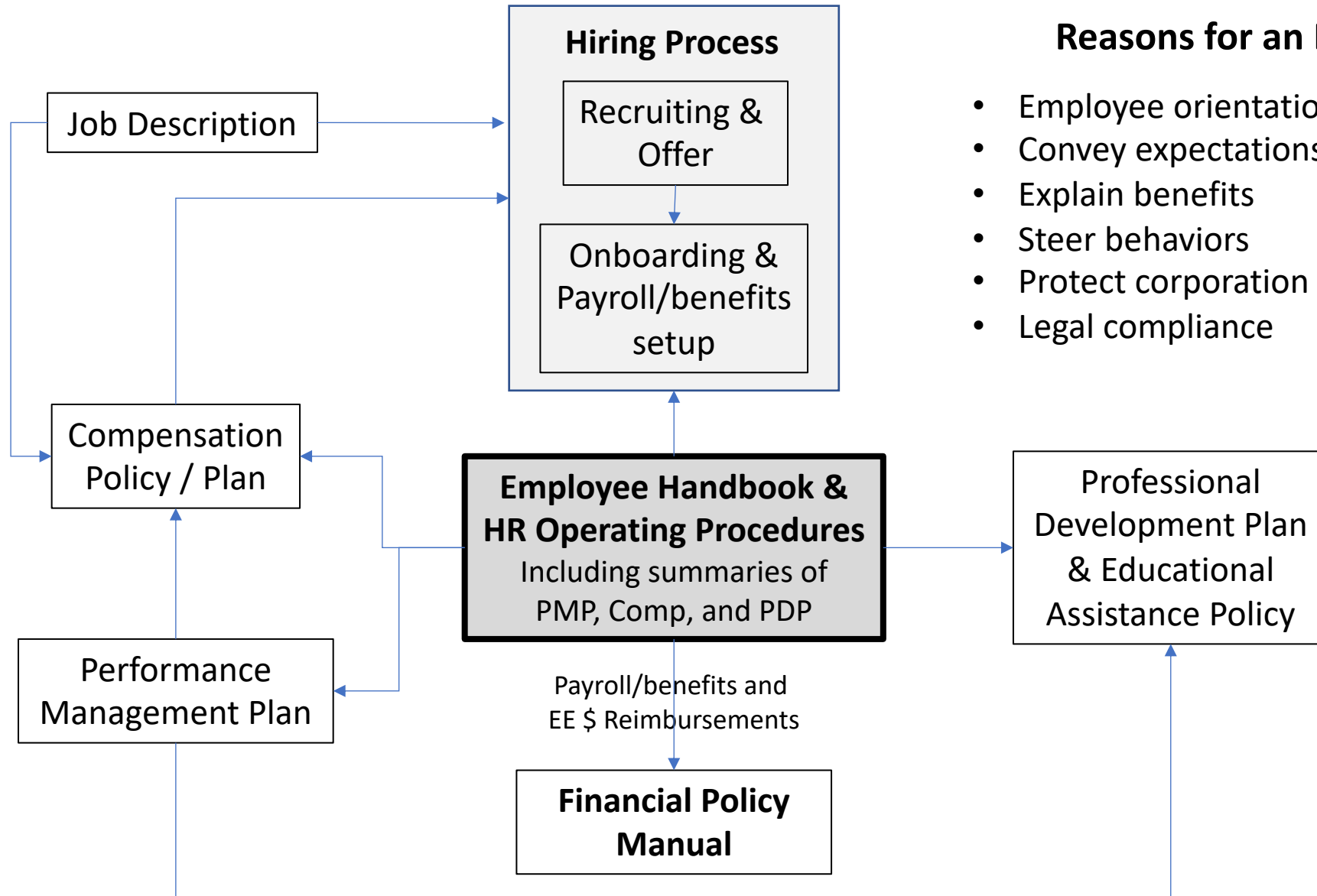


Human Resource Management Model



Reasons for an Employee Handbook

- Employee orientation
- Convey expectations
- Explain benefits
- Steer behaviors
- Protect corporation
- Legal compliance
- Equitable treatment
- Outline best practices
- Anticipate issues
- Reduce case-by-case decisions & conflict
- Save manager time

HR Operating Procedures

- Recruiting
- Onboarding
- Payroll & benefits
- Policy administration
- Performance mgt.
- Offboarding

Note: Components have various audiences, purposes, and detail.

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