

Crafting an employee handbook

1

Review and gather company policies and procedures

2

Create an outline of everything you'll include

3

Write clear and concise content, and avoid jargon

4

Send it through an internal editing process

5

Have an attorney ensure accuracy and compliance

6

Use consistent format and design

7

Publish and distribute handbook to employees

8

Update it yearly or as policies and procedures change

Right Handbook

Sabine Zange



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