

## # \$ + Overview

Describe what types of policies and procedures are covered, and where to find the most commonly asked for information.

This can also be a good place for any company mission statement, or similar information.

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# Company\_Overview

\$ Overview

+ MAIN:0

# \$ + **Company Phone List**

last updated: 12/10/98 by John Doe

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Extension</u></b>
John Doe	CEO	x2933
Dave Jones	Sales	x1343
Kim Smith	Executive Assistant	x8323

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# Company\_Phone\_List

\$ Company Phone List

+ MAIN:0

## # \$ + Common Questions

Make a list of the most commonly asked questions. For example:

Which days are company holidays? [Click here for a list.](#)

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# Company\_Common\_Questions

\$ Common Questions

+ MAIN:0

## # \$ + **Web Site**

Replace our web site with your companies web site or main intranet site.

{ewl RoboEx32.dll, WinHelp2000, HREF="http://www.blue-sky.com"}

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# Web\_Site

\$ Web Site

+ MAIN:0

## # \$ + **Department Responsibilities**

Describe the responsibilities and tasks of the Human Resources department.

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# HR\_Department\_Responsibilities

\$ Department Responsibilities

+ MAIN:0

# \$ + **Human Resources Phone List**

last updated: 12/10/98 by John Doe

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Extension</u></b>
Dave Doe	HR Assistant	x2933
Kim Jones	Recruiter	x1343
John Smith	HR Manager	x8323

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# HR\_Phone\_List

\$ Human Resources Phone List

+ MAIN:0

## # \$ + Common Questions

Make a list of the questions most commonly asked of Human Resources. For example:

Where can I find out about currently open positions? [Click here for more information.](#)

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# HR\_Common\_Questions

\$ Common Questions

+ MAIN:0

**# \$ + Company Holidays**

Make a list of the days that your company will have off. For example:

January 1          New Year's Day

July 4             4<sup>th</sup> of July

December 25      Christmas

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# HR\_Vacation\_Days

\$ Company Holidays

+ MAIN:0



# **# \$ + Time Off Policy**

Describe your companies time off policy, vacation and sick days.

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# HR\_Time\_Off\_Policy

\$ Time Off Policy

+ MAIN:0

### # \$ + **Current Positions**

Make a list of the positions your company is currently recruiting for, along with information about how to apply for a new position within the company, and how to suggest an applicant for one of these positions.

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# HR\_Current\_Positions

\$ Current Positions

+ MAIN:0