

\$ \$ + 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.

Company_Overview

\$ Overview

+ MAIN:0

\$ \$ + Company Phone List

last updated: 12/10/98 by John Doe

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

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.](#)

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"}

Web_Site

\$ Web Site

+ MAIN:0

\$ \$ + Department Responsibilities

Describe the responsibilities and tasks of the Human Resources department.

HR_Department_Responsibilities

\$ Department Responsibilities

+ MAIN:0

\$ + Human Resources Phone List

last updated: 12/10/98 by John Doe

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

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.](#)

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 4th of July

December 25 Christmas

HR_Vacation_Days

\$ Company Holidays

+ MAIN:0

\$ + Time Off Policy

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

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.

HR_Current_Positions

\$ Current Positions

+ MAIN:0