

HR Toolkit

Policy & Document Templates



01.

Policy Templates and Other Important Documents

Below is a list of templates of policies and other important documents that your business should consider having at your disposal. These policies can also be used as a guide to build out an employee handbook for your business.

Please feel free to use these templates for your business, however, please consider that these templates and policies from Community Futures are provided as a starting point for your own documents. Community Futures assumes no responsibility for the enforcement or effectiveness of its templates and policies. Always consult legal counsel before implementing any new policies or procedures at your organization.

If there are any templates you are interested in not listed below, please reach out to Community Futures for additional assistance.

Job Posting Template

Job Description Template

BDC Offer of Employment Template

Interview Guide with Sample Questions

Reference Check Guide & Questions

Recruitment & Selection Policy

Health & Safety Policy

Workplace Violence & Harassment Policy

