**Steps require for setting HR systems :**

Employee Handbook (A document to be submitted to the new joinees)  
  
a. Short introduction of the company (2 pages max)  
b. Code of Conduct (3 pages)  
i. attendance/ punctuality  
ii. absence without notice  
iii. telephone and internet use  
iv. dress code  
v. tobacco products  
c. Leave and holidays (2 pages)  
d. Performance Policy (1 Page)  
e. Grievance Policy (1 Page)  
f. Termination Policy (1 Page)  
g. One page document for new joinees checklist (documents to be submitted)  
  
2. Recruitment Process (documented) and workforce planning (A standard document for the management use)  
a. Manpower Requisition  
b. Standard Procedures of selection  
c. Hierarchy of selection  
d. Orientation and probation  
e. Work Hours / Shift timings, breaks  
f. Personnel Information  
  
3. Induction Management (A standard Document for the management use)  
a. A chart of organization hierarchy  
b. A gist of HR Policies – attendance, leaves, performance, office conduct and codes  
c. A gist of compensation and benefits  
d. A gist of performance review  
  
4.Employee Records (Files with the set of documents one for each employee)  
a. Interview details with correspondence  
b. Complete and latest CV of the employee  
c. Interview records  
d. A completed employee form including references  
e. Educational certificates and sheets  
f. Any other required documents  
g. Medical Reports  
h. Relocation details if any  
i. Work permits and related documents  
j. Employment related letters  
  
5. Performance Management  
a. Objective of the Performance Reviews  
b. Performance goals and criteria for reviews  
c. Performance Review Procedure  
d. Performance Reviews schedule  
e. Performance Reviews Hierarchy  
f. Performance Development meetings  
  
6. Compensation and Benefit managemen  
a. General Benefits offered to the employees  
b. Rewards – temporary and permanent  
c. Payroll  
  
7. Training Management  
a. Need Assessment  
b. General Training  
c. Topical Training  
d. Skill enhancement  
e. Advancement of knowledge  
  
8. Exit Process  
a. Hand over  
b. Exit Interview and forms  
c. Contact information