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All HR Docs in One Place

StartupHR Toolkit Guide



2. What is StartupHR Toolkit?

Startup HR Toolkit comprises of ready-to-use HR template that helps to design internal documentation of a company in UAE.



We provide HR-related Documents, which are according to UAE business law & Government Standards, which are mandatory for every company in UAE.

Our collection of 1000+ HR docs help you manage your employees efficiently, helping you and them to perform your best.



2.How will StartupHR Toolkit help you?

- ▷ Save Time & Money
- ▷ Cut down HR cost by 50%
- ▷ Make any HR Document or Process in minutes
- ▷ Get your Company HR Policy as per Government laws
- ▷ Establish trust with your employees
- ▷ Accomplish 100% standardization in HR processes
- ▷ Make your organisation a safe & secure place to work



3.Modules

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4. StartupHR Toolkit is Compatible With...



Microsoft Office



Google Docs



Apple iWork

All our documents are available in most used format i.e word, excel & pdf.

They all are editable, allowing you to instantly customise them as per your need.

What our customers say?



Reem Beljafleh

Group Talent and Performance Manager at Arabtec Holding PJSC

The toolkit is very easy to use and helps you save a lot of time. Earlier I would hunt for documents on google or in my network, now I just look for one in the list and make in no time. It has also helped us to build trust in our organisation across the level.



Haroon Azmi

Director ,Emerson Process Management. Dubai

Clear, simple, and easy. These HR templates will save me a lot of time and stress. HR often feels like a black hole, but the formats are clear, no-nonsense, and simple to use, so I feel assured I am complying with all legal obligations, keeping my business safe and providing security for those who work for me, whilst keeping my HR costs down.












Idriss Al Rifai

Founder & CEO, fetchr. Dubai










The HR Toolkit is really helpful. You can make any HR documents in minutes. The product cover every aspect of HR life cycle, right from employee onboarding till exit. You will discover so many HR Processes and structure. It's a must buy for every entrepreneur in UAE.

5.All The Documents




Hiring Module

-  Manpower Requisition
-  JD Template
-  Employment Agreement
-  Interview Guide
-  Recruitment Tracker
-  Candidate Evaluation Form
-  Reference Check Guide
-  Offer Letter template
-  Salary Calculator



Employee Onboarding

-  Onboarding Checklist
-  Employee Induction
-  New Employee Announcement Email
-  New Employee Welcome Email
-  New Hire Checklist Template
-  Job Offer Email
-  Company Policies Checklist for New Hires
-  Welcoming New Employees
-  Appointment Letter template







Engagement Plan

-  Tips for employee engagement
-  Mentorship Program
-  Employee of the Month Policy

R&R

-  10 Types of Rewards and Recognition
-  Star Employee Nomination Form

Performance Management Kit

-  Performance Management Process
-  Performance Review
-  Performance Improvement Plan
-  Performance Appraisal Letter
-  Performance Warning Letter
-  KRA

Recruitment Module



Job interview templates

- Application acknowledgment email
- Email to successful candidate after interview
- Recruiter to hiring manager
- Interview availability email

Rejection templates

- Applicant rejection letter sample
- Candidate rejection email template
- Candidate rejection letter sample
- Interview feedback to candidates email

Referral templates

- referral bonus program announcement email
- Employee referral program sample email
- referrals from external network email
- Refer a friend for a job email

Job offer templates

- Informal offer letter sample
- Internal promotion offer email
- Job offer email template
- offer letter sample

Sourcing templates

- Internal job posting email
- Sourcing marketing candidates email
- Passive candidate email
- Sourcing sales candidates email

Social media templates

- 'We're hiring' Facebook post
- 'We're hiring' social media post
- LinkedIn job posting template
- Twitter job posting template

Statutorics



- Employment and employee benefits
- Employment status
- Recruitment
- Background checks
- Permission to work
- Statutory Forms
- Restrictions on managers and directors
- Data protection
- Discrimination and harassment
- Collective agreements
- Minimum wage
- Restrictions on working time
- Holiday entitlement
- Illness and injury of employees
- Continuous periods of employment
- Fixed term
- Relocation of employees
- Proposals for reform


Employee Policies



-  Annexures
-  Employee Handbook
-  Anti Sexual Harassment Policy
-  Anti Discrimination Policy
-  Attendance and Punctuality Guidelines
-  Code of Conduct
-  Code of Conductivity
-  Company Cyber Security Template
-  Corporate Social Responsibility
-  Dress Code Policy
-  Drug Testing Policy
-  Employee Cell Phone Policy
-  Employee Code of Conduct
-  Employee Confidentiality Policy
-  Employee Conflict Interest Policy
-  Employee Exit Interview Policy
-  Employee Internet Usage Policy
-  Employee Referral Program Policy
-  Work Home Policy
-  Employee Remote Work Policy
-  Employee Smoking Policy
-  Employee Social Media Policy
-  Employee Temporary Layoff Policy
-  Equal Opportunity Employer Policy
-  Internal Job Posting Policy
-  IT & Admin Process Flow
-  Leave Policy
-  Occupational Workplace Health
-  Safety Policy
-  Open Door Company Policy
-  Pets at Workplace Company Policy
-  Probation and Confirmation Policy
-  Company Sick Leave Policy
-  Separation Policy
-  Sexual Harassment of Women Act
-  The Whistleblower Policy
-  Violence at Workplace Policy

Exit Process



-  Exit Process
-  Leaving Formalities
-  Relieving Letter
-  Exit Interview Format
-  Clearance Form
-  Full & Final Settlement Calculator





Job Descriptions-1



- Accountant
- Head of Finance
- Financial Controller
- Investment Banker
- Finance Manager
- Investment Analyst
- Head of Operations
- Admin Head
- Executive Assistant
- CEO
- COO
- Director of Operations
- Receptionist
- Secretary
- Office Assistant
- Programme manager
- Branch Manager
- Operation Manager
- Office Admin
- Machine Learning Engineer
- Lead Data Scientist
- Python Developer
- Senior Ruby Developer
- Java Software Engineer
- DevOps engineer
- Technical Architect
- System Administrator
- Software Developer
- QA Tester/Engineer
- Analytics Manager
- Data Architect
- Software Engineer
- DBA
- PHP Developer
- QA Engineer
- Android Developer
- Technical Writer
- Product Manager
- System Engineer
- Ruby on Rails Developer
- iOS Developer
- UI/UX Designer
- Graphic Designer
- Illustrator
- Visual Designer
- Technical Support engineer
- Customer Service Manager
- Call center manager
- Teacher
- Instructional Designer
- Retail Trainer
- Technical Trainer
- Corporate Trainer
- Sales Coach
- Training Manager
- Civil Engineer
- Project Engineer
- Mechanical Engineer
- Architect
- Supervisor
- CNC Operator
- Machinist
- Machine Operator
- Production Manager
- Veterinarian
- Psychiatrist
- Optometrist
- Hair Stylist
- Salon Manager
- Physician
- Pediatrician
- Nutritionist










































Job Descriptions-2



-  [Physiotherapist](#)
-  [Nurse](#)
-  [Medical Representative](#)
-  [Lab Technician](#)
-  [Pharmacist](#)
-  [Butler](#)
-  [Cafe Manager](#)
-  [Shift Manager](#)
-  [Kitchen Manager](#)
-  [Guest Relation Officer](#)
-  [Restaurant Manager](#)
-  [Sous Chef](#)
-  [Pastry Chef](#)
-  [Chef De Partie](#)
-  [F & B manager](#)
-  [Bartender](#)
-  [Waiter/Waitress](#)
-  [Event Manager](#)
-  [Event Coordinator](#)
-  [Event Planner](#)
-  [Cabin Crew](#)
-  [Travel Agent](#)
-  [Recruitment Specialist](#)
-  [HR & Admin Officer](#)
-  [Business editor job description](#)
-  [Chief sub editor job description](#)
-  [Contributors job description](#)
-  [Digital Marketing Executive](#)
-  [Digital Marketing Executive job description](#)
-  [description](#)
-  [Editor Job description](#)
-  [Editor job description](#)
-  [Lifestyle editor job description](#)
-  [Managing Editor JD](#)
-  [Managing Editor job description](#)
-  [Marketing Excecutive JD](#)
-  [News editor job description](#)
-  [Normal technician](#)
-  [Photographer job description](#)
-  [Sales and Marketing Manager Job Description](#)
-  [Senior advisor Sales head](#)
-  [Senior Reporter job description](#)
-  [Senior Technician Maintenance](#)
-  [Generic JD](#)
-  [Sports editor job description](#)
-  [Sub editor job description](#)
-  [Marketing Manager JD](#)

Records & Format





















-  Employee Master File template
-  Acceptance of Employee Apology All Purpose
-  Admin Manual
-  Stationary Request template
-  Warning Notice for Attendance Issues
-  Warning Notice for Behaviour Issues
-  Warning Notice for General Behaviour Issues
-  Warning Notice for Performance Issues
-  Job Suspension during Misconduct Investigation
-  Post Probation Increment Certificate
-  Ad-hoc Designation Change Certificate
-  Ad-hoc Increment Certificate
-  Experience or Relieving letter with praise
-  Experience or Relieving letter
-  Full-n-Final Settlement with Confirmation
-  Internship Experience Certificate with Praise
-  Internship Experience Certificate
-  Lay-off due to CO-BU-Dept Shutdown
-  Final Warning Notice for Attendance Issues
-  Final Warning Notice for Behaviour Issues
-  Final Warning Notice for Performance Issues
-  Relieving Letter after Resignation
-  CONSULTANCY AGREEMENT
-  Employee Calendar
-  Intern-Offer-Letter & agreement
-  Letter to Bank
-  NOC for tourist visa
-  NONDISCLOSURE AGREEMENT
-  purchase order
-  Vendor Agreement
-  NOC for Attending Workshop
-  NOC for Bank Account
-  NOC for Credit Card
-  NOC for Double Shift
-  NOC for Organizing Event
-  NOC for Part Time Job
-  NOC for Personal Loan
-  NOC for Visiting Abroad
-  NOC Letter Format for Job Change
-  NOC Letter Format for Studies
-  NOC Letter to Employee For Visa

Covid - 19














-  COVID 19 Notification Issued By Central State And Labour Etc
-  Email/ Letter To Client For Delay In Delivery Of Product Due To COVID 19
-  Email/ Letter To Client For Making Prompt Payment
-  Email/ Letter To Client Informing About Initiatives Taken By Company During COVID 19
-  Email/ Letter To Client Informing Delay In Service Due To COVID 19
-  Email/ Letter To Employee For Notice Of Termination
-  Email/ Letter To Employee Informing Them About Company Insurance Covering COVID 19
-  Email/ Letter To Employee Informing Them About Encashment About Epf
-  Email/ Letter To Vendor Asking For Discount
-  Email/ Letter To Vendor For Extention In Time To Make Payment
-  Email/ Letter To Vendor To Cancel Order
-  Email/ Notice To Client For Not Making Payment
-  Email/Letter To Employee For Consent To Reduce Salary/Allowance To Work From Home
-  Email/Letter To Employee For Reduction Of Salary
-  Email/Letter To Employee To Encash Paid Leave
-  Employee Sensitisation Letter/Email
-  Home Working – Guidelines for Employees
-  Home Working Agreement
-  Home Working Application Form
-  Letter/Email For Extention Of Time To Pay Rent
-  Letter/Email To Landlord Request For Reduction Of Rent
-  Letter/Email To Landlord Request For Waiver Of Rent
-  Notice To Landlord For Office
-  Notification of Corona Virus
-  The Epidemic Diseases Act,1897
-  Translated copy of Notification

Training Module

-  Business Communication – Session A
-  Business Communication – Session B
-  Business Communication – Session C
-  Email Etiquettes
-  HR Training Program
-  Moon landing activity
-  Selling Skills Training
-  Team_Workshop
-  Teamwork Training
-  Telephone Etiquettes
-  The 7 Cs of Communication
-  Time Management Training
-  Training & Development Plan
-  Training Announcement
-  Training Calendar Template
-  Training cost analysis template
-  Training Gap Analysis
-  Training Needs Analysis Report

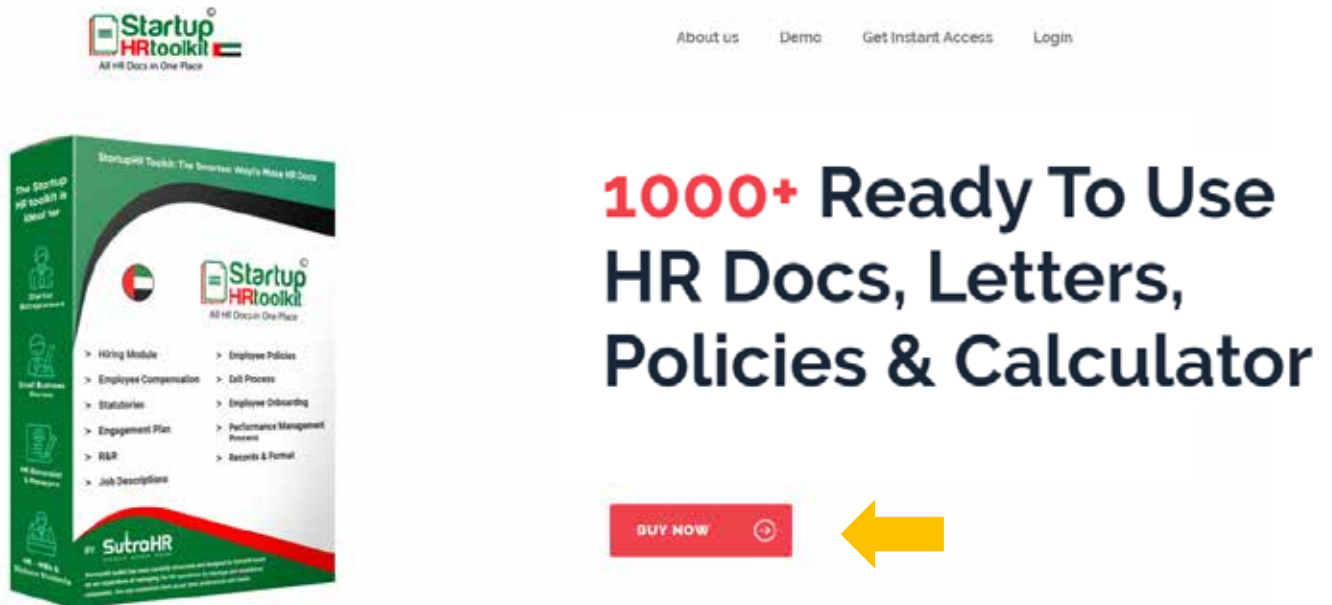
HR Letters

-  Letter For Confirmation Of Existing Employee
-  Letter Inviting Employee To Investigatory Interview
-  Letter Suspending Employee Pending Disciplinary Investigation
-  Letter To Colleges For Internship
-  Letter To Employee Confirming Outcome Of Disciplinary Appeal Hearing
-  Letter To Employee Confirming Outcome Of Disciplinary Hearing – Dismissal
-  Letter To Employee Confirming Outcome Of Disciplinary Hearing – FFWW
-  Letter To Employee Confirming Outcome Of Disciplinary Hearing – SDGM
-  Letter To Employee Inviting Them To Disciplinary Appeal Hearing
-  Letter To Invite Employee To Disciplinary Hearing
-  Termination Of Employment Letter Serious Misconduct

6. How to buy an HR Toolkit?

1

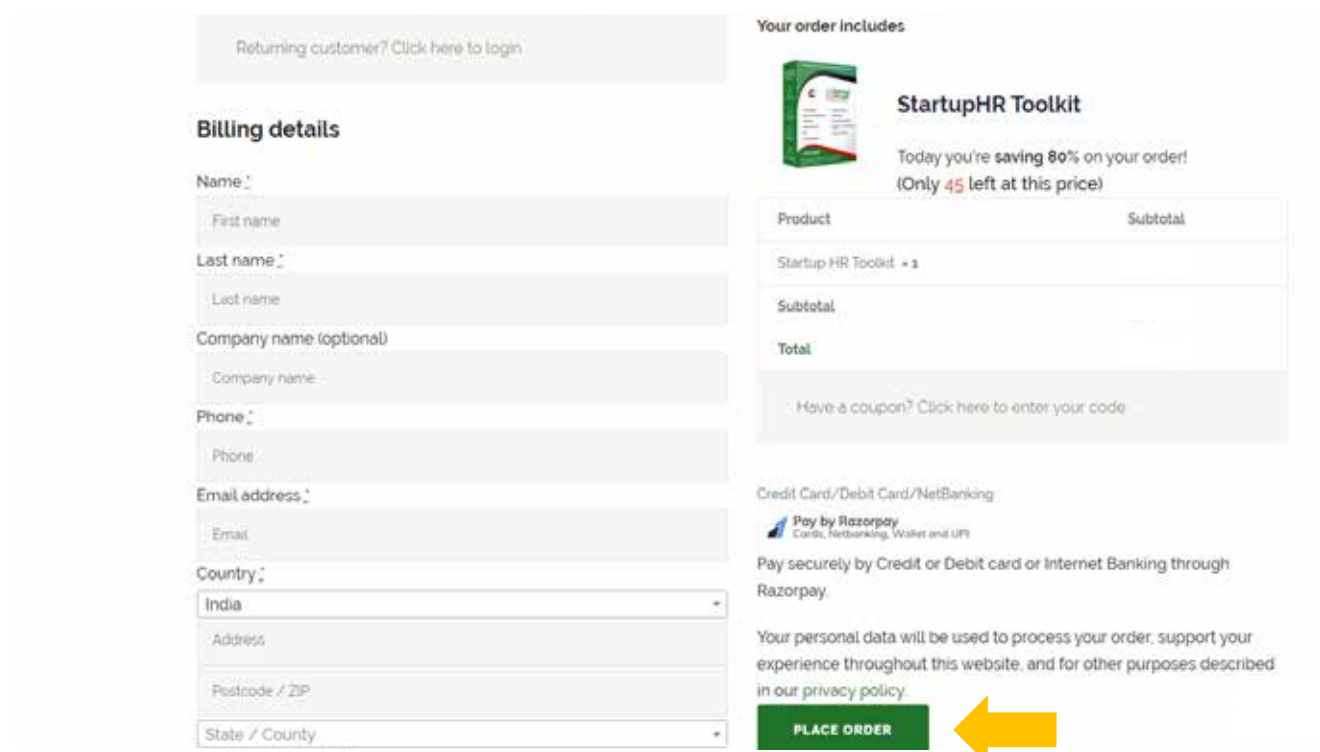
Click on Buy Now uae.startuphrtoolkit.com



The screenshot shows the StartupHR Toolkit website. At the top, there is a navigation menu with links for 'About us', 'Demo', 'Get Instant Access', and 'Login'. The main content area features a 3D product box for the 'StartupHR Toolkit' on the left. The box is green and white with a red stripe at the bottom. It lists various HR documents and tools available, such as 'Hiring Module', 'Employee Policies', 'Employee Compensation', 'Exit Process', 'Statutes', 'Employee Onboarding', 'Engagement Plan', 'Performance Management Process', 'HR', 'Records & Form', and 'Job Descriptions'. To the right of the box, the text reads '1000+ Ready To Use HR Docs, Letters, Policies & Calculator'. Below this text is a red 'BUY NOW' button with a white arrow pointing right. A yellow arrow points from the right towards the 'BUY NOW' button.

2

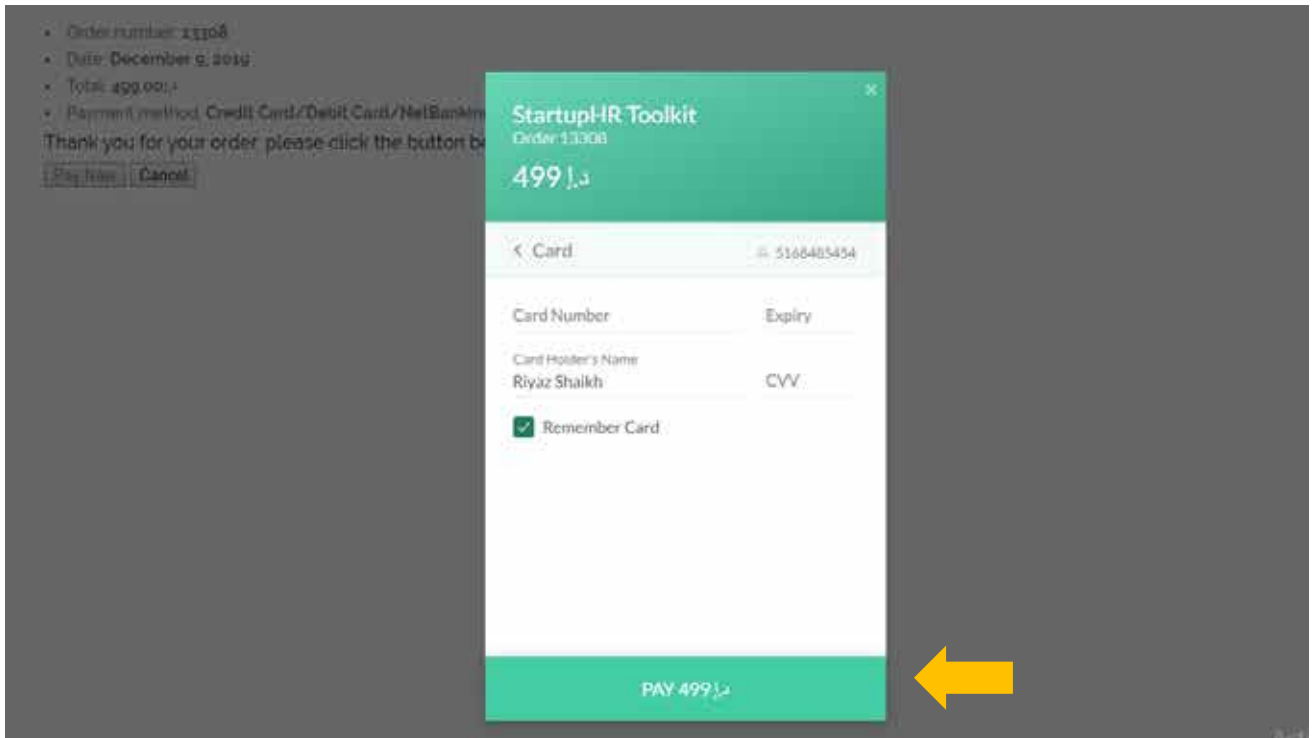
Fill the form



The screenshot shows the checkout page of the StartupHR Toolkit website. On the left, there is a 'Billing details' form with fields for 'Name' (First name, Last name), 'Company name (optional)', 'Phone', 'Email address', 'Country' (set to India), 'Address', 'Postcode / ZIP', and 'State / County'. At the top of the form, there is a link for 'Returning customer? Click here to login'. On the right, there is a 'Your order includes' section showing the 'StartupHR Toolkit' product. Below this, there is a table with columns for 'Product' and 'Subtotal'. The table shows 'Startup HR Toolkit - 1' with a subtotal. Below the table, there is a 'Subtotal' and 'Total' row. A 'Have a coupon? Click here to enter your code' link is also present. At the bottom of the checkout page, there is a 'Credit Card/Debit Card/NetBanking' section with a 'Pay by Razorpay' button. Below this, there is a 'Pay securely by Credit or Debit card or Internet Banking through Razorpay.' section. At the very bottom, there is a 'Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our privacy policy.' section. A green 'PLACE ORDER' button is located at the bottom right, with a yellow arrow pointing from the right towards it.

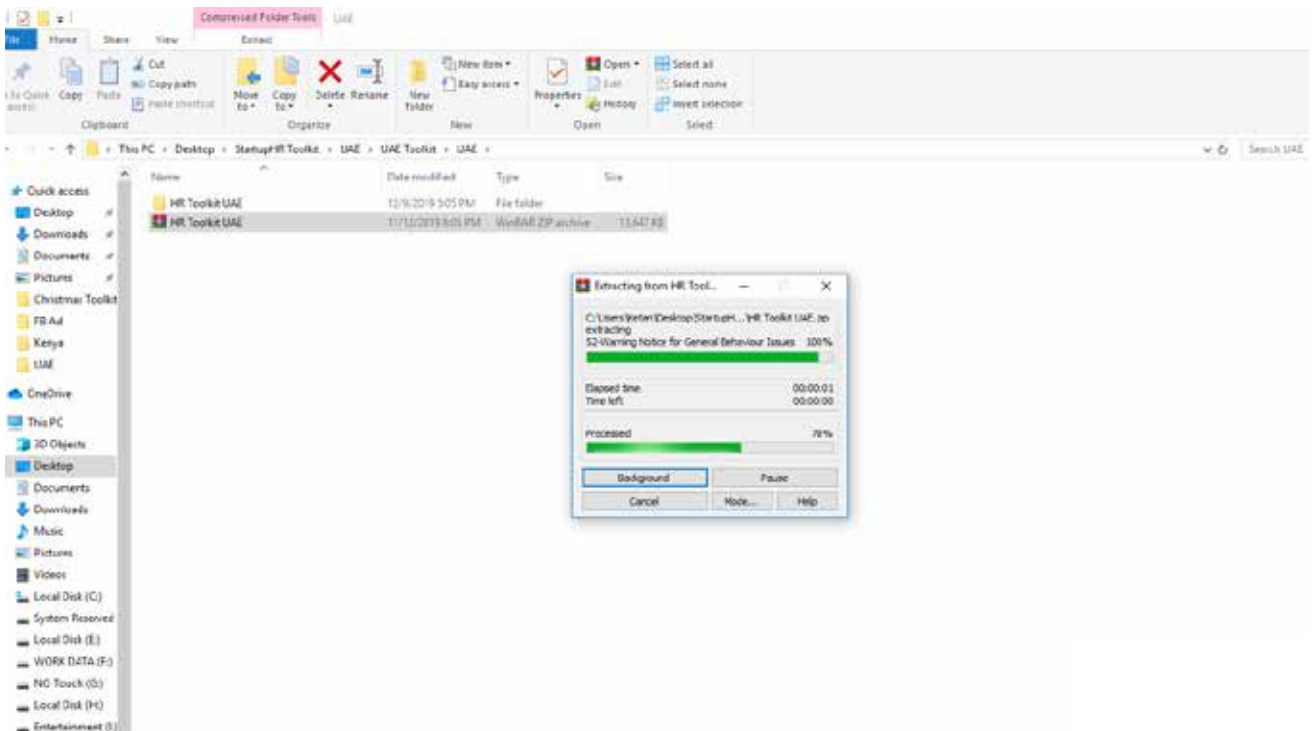
3

Enter your card details



4

Download entire Toolkit with one click



7. How to use an HR Toolkit?

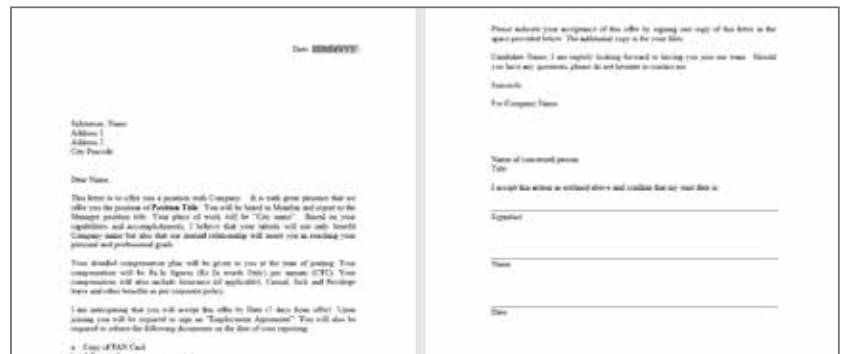
We know that any new system demands instructions on how it works for your business. Learn how to use the StartupHR Toolkit

Easily Create Professional Documents in Minutes!

1 Find a Template



2 Customize as per your need



3 Save & Print

