

# Crafting an employee handbook

**1**

Review and gather company policies and procedures

**2**

Create an outline of everything you'll include

**3**

Write clear and concise content, and avoid jargon

**4**

Send it through an internal editing process

**5**

Have an attorney ensure accuracy and compliance

**6**

Use consistent format and design

**7**

Publish and distribute handbook to employees

**8**

Update it yearly or as policies and procedures change

# Employee Guidelines Handbook

**Lisa Guerin, Amy Delpo**



## **Employee Guidelines Handbook:**

**The Employee Handbook**, 1990      **Employee Handbook and Personnel Policies Manual** Richard J. Simmons, 2021  
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