

**MAXPRO**  
HR ACADEMY

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# HR HANDBOOK 2026

**Comprehensive Guide**



# 1. Recruitment & Selection

## Policy:

The recruitment and selection process ensures that the organization attracts, selects, and retains the best talent.

## Procedures:

- Identify job requirements.
- Write job descriptions and specifications.
- Post job advertisements on relevant platforms.
- Screen resumes and shortlist candidates.
- Conduct interviews and assessments.
- Perform reference checks.
- Extend job offers and negotiate terms.

## Checklist:

- Define position needs with the hiring manager.
- Draft a detailed job description and specification.
- Post job advertisements on internal/external job boards.
- Shortlist candidates based on criteria.
- Schedule and conduct interviews.
- Perform background checks and verify references.
- Send offer letter and follow up for confirmation.



## 2. Employee Onboarding

### Policy:

A structured onboarding process helps integrate new employees into the organization and sets them up for success.

### Procedures:

- Welcome the new hire and introduce them to the company culture.
- Provide necessary training on company policies and procedures.
- Ensure the employee has the necessary tools and access.
- Assign a mentor or buddy for the onboarding period.

### Checklist:

- Send welcome email and schedule orientation.
- Complete necessary paperwork (employment forms, tax forms).
- Provide employee handbook and other policy documents.
- Set up the workstation and grant access to systems.
- Schedule meetings with key team members.
- Provide job-specific training and orientation sessions.



## 3. Compensation & Benefits

### Policy:

Ensure fair and equitable compensation for all employees, including benefits like healthcare, retirement plans, and bonuses.

### Procedures:

- Determine pay scales and structures.
- Administer payroll and benefits programs.
- Review compensation regularly based on performance and market standards.

### Checklist:

- Establish salary grades and pay scales.
- Review employee compensation packages.
- Process payroll accurately and on time.
- Manage employee benefits, including insurance, retirement plans, and leave policies.
- Conduct annual salary reviews



## Policy:

A structured performance management process helps align employee goals with organizational objectives.

## Procedures:

- Set clear performance goals and expectations.
- Conduct regular performance reviews.
- Provide constructive feedback and set improvement plans.
- Reward high performance with incentives and promotions.

## Checklist:

- Set performance goals and KPIs for each employee.
- Schedule quarterly and annual performance reviews.
- Provide regular feedback to employees.
- Implement performance improvement plans for underperforming employees.
- Recognize and reward outstanding performance.



## **Policy:**

Continuous learning and development programs enhance employee skills and contribute to organizational growth.

## **Procedures:**

- Identify training needs through skills assessments.
- Design training programs aligned with business goals.
- Provide both internal and external learning opportunities.
- Measure the effectiveness of training.

## **Checklist:**

- Conduct training needs analysis.
- Develop or outsource training programs (e.g., technical skills, leadership).
- Track employee progress through LMS.
- Evaluate the effectiveness of training programs.
- Offer career development and mentorship programs



## **Policy:**

Maintain a positive work environment through open communication and conflict resolution.

## **Procedures:**

- Address employee grievances promptly.
- Foster a culture of respect and inclusivity.
- Handle disciplinary issues with fairness and consistency.

## **Checklist:**

- Create an open-door policy for employee concerns.
- Maintain grievance and dispute resolution procedures.
- Ensure disciplinary actions align with company policies.
- Promote work-life balance initiatives.
- Organize regular employee engagement activities.



## **Policy:**

Ensure that the organization adheres to local labor laws and industry regulations while maintaining updated HR policies.

## **Procedures:**

- Draft and update HR policies regularly.
- Ensure compliance with statutory laws and regulations.
- Conduct HR audits and legal reviews.

## **Checklist:**

- Review and update HR policies annually.
- Ensure compliance with labor laws (e.g., ESI, EPF, Shops and Establishment Act).
- File mandatory reports and returns.
- Conduct regular HR audits to ensure compliance.
- Provide compliance training for employees and management.



## Policy:

Ensure timely and accurate payroll processing while leveraging HR analytics for decision-making.

## Procedures:

- Process employee payroll, taxes, and benefits.
- Analyze payroll data to optimize compensation strategies.
- Use HR analytics for tracking key performance indicators.

## Checklist:

- Verify timesheets and attendance records.
- Process monthly payroll and distribute payslips.
- File tax returns and compliance reports.
- Create HR dashboards and analyze metrics like turnover, and productivity.
- Generate monthly/quarterly HR reports for management.



## Policy:

Focus on acquiring and retaining top talent through structured recruitment and retention strategies.

## Procedures:

- Develop long-term strategies for talent acquisition.
- Build relationships with educational institutions.
- Create programs to retain top-performing employees.

## Checklist:

- Develop and maintain a talent pipeline.
- Implement a referral program.
- Monitor employee turnover and retention rates.
- Conduct stay interviews to understand retention factors.
- Offer career development and growth opportunities.



## Policy:

Ensure that the company is compliant with all labor laws, regulatory requirements, and ethical standards.

## Procedures:

- Stay updated on changing labor laws.
- Handle disputes, investigations, and audits effectively.
- Ensure the company complies with labor laws, OSHA, and other regulations.

## Checklist:

- Stay updated on local and national labor laws.
- Handle disputes and investigations promptly.
- Maintain accurate compliance records.
- Conduct regular training on legal compliance for staff.
- Prepare for labor audits and inspections.



## **Policy:**

Promote a diverse and inclusive workplace where all employees feel respected and valued.

## **Procedures:**

- Implement policies to promote diversity in hiring and promotion.
- Foster an inclusive company culture.
- Monitor diversity metrics and set goals for improvement.

## **Checklist:**

- Develop diversity hiring goals and strategies.
- Implement bias training for leadership and staff.
- Monitor diversity statistics and report progress.
- Establish employee resource groups (ERGs).
- Foster an inclusive work environment through policies and practices.



## 12. HR Technology & Automation

### Policy:

Leverage technology to streamline HR processes and enhance efficiency.

### Procedures:

- Use HR Information Systems (HRIS) to manage employee data.
- Automate routine HR tasks (e.g., attendance, leave requests).
- Ensure data privacy and compliance with security standards.

### Checklist:

- Select and implement HR technology systems (HRIS, payroll software).
- Automate administrative tasks where possible.
- Regularly update software for security and performance.
- Provide training for HR technology tools.
- Monitor system performance and resolve any issues.

