

# Employee Handbook Review Checklist (HR)

## Introduction & Purpose

Verify the handbook clearly states its purpose and scope, and disclaimers regarding employment at-will and handbook changes.

### Handbook Purpose Statement

Write something...

### Employment Type (At-Will Disclaimer)

- Yes - At-Will Disclaimer Included
- No - Requires Revision

### Last Revision Date

Enter date...

### Document Version Number

Write something...

### Disclaimer of Guarantee?