How To Write Your Employee Handbook The Right Way

Before you build your employee handbook and write detailed policies, spend some time envisioning the organization you want to build. Think about the type of dynamic you want to have with your team and maintain with one another. Answer the following questions to the best of your ability to get started.

What types of employees do I have? Freelancers, part-time, full-time? Are some or all of my full-time employees salaried? Are they all hourly?

Where do those employees work (perhaps all remote now, but remember to think about your future goals)? Are they all in the same state? If not, different times zones?

How much collaboration between team members is needed? Will you have a highly collaborative team that needs to be together during the same working hours? Or will your team do a lot of independent work? Think about work hours flexibility.

Businesses in highly regulated industries will need to consider different aspects of their day-to-day business. Will safety protocols need to be in place, or will employees need training on OSHA or HIPAA compliance?

Think about things like professional development and improvement for your team. Will there be an expectation of continued progress for team members?

Think about words you might use to describe a high-performing team member – motivated, ambitious, good communicator. Now spend a few minutes describing what the words you chose mean to you. This clear description of your high-performing team members might be a good addition to your section about company culture.

Speaking of culture, your company's values should be reflected throughout the culture you're building. If you haven't already, spend some time thinking through your values. Write them below. As you build your handbook from a template or with a consultant, keep these in mind and ensure they are reflected throughout the document.