KnitHR Consulting
a creative approach to HR consulting

KnitHR Resource Library

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Document Name	Description	Document Type	Permission to Edit
Comprehensive Interview Guide	Insights into how to conduct effective interviews.	Training Guide	No
HR Metrics Cheat Sheet	This cheat sheet from Lattice helps identify key metrics commonly tracked in HR	Reference Tool	No
Compensation Planning Worksheet	Compensation modeling tool to assist in planning changes to base salary and hours	Compensation Tool	Yes
Difficult Performance Conversation Guide	One page guide on preparing and having difficult performance conversations	Training Guide	No
Sample Quarterly Performance Review Form	This MS Word form can be downloaded and edited and can be converted to an annual review form if quarterly is not desirable	Form Template	Yes
SMART Goal Worksheet	Use this worksheet to help set SMART Goals for yourself or teams	Form Template	Yes
Attendance & Punctuality Policy	This policy defines expectations for employee attendance and punctuality, detailing procedures for reporting absences and the consequences of non-compliance. It aims to ensure a reliable and productive workplace.	Policy Template	Yes
Leave Policy		Policy Template	Yes
Remote Work Policy		Policy Template	Yes

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Document Name	Description	Document Type	Permission to Edit
Onboarding Checklist		Template	Yes
Individual Development Plan		Form Template	Yes
Social Media Policy		Policy Template	Yes
HR New Hire Checklist		Template	Yes
Job Description Template		Template	Yes
Job Offer Letter Template		Template	Yes
Termination Letter Template		Template	Yes
Progressive Discipline Policy		Policy Template	Yes
Unlimited PTO Policy		Policy Template	Yes
Drug & Alcohol Policy		Policy Template	Yes
Exit Interview Survey		Survey Template	Yes
90-day New Hire Check-in Survey		Survey Template	Yes
Performance Improvement Plan		Form Template	
3 ways to sell a 401(k) benefit to your boss	Article discusses the benefits of 401(k) plan and how you can discuss this option with your executive decision maker.	Article	No