

# Everything You Need To Hire, Manage & Motivate Employees Is Right At Your Fingertips!

**New!**



*Tabbed sections direct you to the form or reference you need in seconds!*

## You Save \$150.00 Over Individually Priced Items!

There's simply no faster or more efficient way to capture complete employee documentation! Over 250 management and motivational tools help you recruit, screen, hire, evaluate, and motivate your team... all organized so efficiently, you'll find any topic in seconds! Best of all, every item has been researched and approved by our attorneys to make sure your *Employer's Toolbox* complies with current federal and state employment requirements!

- A big money-and time-saver: every form or document needed is in one convenient package!
- Perfect for small business owners, supervisors and personnel staffers!
- Designed to fit any workspace!
- Not available anywhere else – a G. Neil exclusive!

### Employer's Toolbox™

**BJX-A7071 A \$249 Value - Yours For Just \$99.99!**

### Just Look At The Hundreds of Professional Personnel Tools Included!

Description	Qty.
• Application for Employment - Offer Letter	10
• Application for Employment - Long Form	2
• Interview Evaluation Form	15
• Skills QuickCheck Form	10
• Phone Reference Check Form	15
• 1099 W-4 Form	20
• I-9 Form	20
• New Employee Data Form	10
• "Welcome to the Team" Getting Card envelope	7
• "Welcome to our Company" Folder	2
• 1997 Attendance Correction Card	20
• Absence Report Form	10
• Vacation Request & Approval Form	20
• Payroll Status/Change Notice	10
• Confidential Employee Record Folder	15
• Performance Appraisal	10
• Employee Warning Notice Form	10
• New Hire/Entry Card envelope	10



*Sturdy storage box protects and organizes your HR materials!*