

HR & WorkTech — 101 tools

All tools · at-a-glance descriptions · Generated 27 Aug 2026

This is the full list of AiSevak tools in this industry, each with a short description of what it produces. Open any tool on aisevak.in to run it.

JD & Hiring Content

Job Description Writer

Writes a professional, inclusive, ready-to-post job description with bias removed, SEO keywords and screening questions. Use it to create a JD from scratch. To turn a JD into a punchy job ad, use the Job Ad Optimizer; to audit existing JDs for bias, use the DEI Language Audit.

Boolean Search String Builder

Builds ready-to-paste Boolean search strings for LinkedIn, Naukri and Google X-ray, with synonyms and exclusions to source candidates. Use it to find passive talent. To then message them, use the Recruiter Outreach Message Writer.

Recruiter Outreach Message Writer

Writes personalised, concise recruiter outreach (InMail/email/WhatsApp) plus a follow-up, designed to get replies from passive candidates. Use it to reach out. To find the candidates first, use the Boolean Search String Builder.

Job Ad Optimizer

Turns a JD into a compelling, portal-tuned job ad with a strong hook, searchable titles, keywords and inclusive language. Use it to post a better ad. To write the JD from scratch first, use the Job Description Writer.

Hiring Scorecard Builder

Builds a structured hiring scorecard — competencies, behavioural indicators, a rating scale and a decision rule — to reduce bias in hiring. Use it to evaluate candidates consistently. For interview questions to feed it, use the Structured Interview Question Bank.

Role Competency Map

Defines a role competency map — technical, functional and behavioural competencies with level-wise (junior to lead) expectations — for hiring, appraisal and career-pathing. Use it to level a role. For appraisal rubrics specifically, use the Competency Rubric Designer.

Candidate Rejection Letter

Writes respectful, brand-safe candidate rejection messages appropriate to the stage, with guidance on how much feedback to give. Use it to decline candidates well. For the offer side, use the Offer Letter Template.

Careers-Page Copy Generator

Writes compelling careers-page copy — hero headline, why-join reasons, culture section, benefits highlights and a CTA — for your employer brand. Use it to build a careers page. For individual job ads, use the Job Ad Optimizer.

Salary Range Benchmark Note

Drafts a defensible salary-range benchmark note — recommended range, market positioning, internal-equity fit and justification for approval — for a role. Use it to justify a pay band. To design full level-wise bands, use the Salary Band Designer.

Multi-State Compliance

Multi-State HR Compliance Checker

Produces a state-by-state HR compliance matrix — Shops & Establishment, Professional Tax, LWF, minimum wages, PF/ESI and maternity — for a distributed workforce, plus central obligations and immediate registrations. Use it when you employ people across states. For a full self-audit, use the HR Compliance Audit Checklist.

Shops & Establishment Registration Guide

Guides Shops and Establishment Act registration by state — process, timeline, documents and renewal — for each state you operate in. Use it to register a new office/branch. For the wider multi-state picture, use the Multi-State HR Compliance Checker.

State Leave Entitlement Calculator

Sets out statutory leave entitlements — earned/privilege, sick, casual and national/festival holidays — by state Shops and Establishment Act, so your leave policy meets the minimum. Use it to check leave compliance. To draft the actual policy, use the Leave Policy Generator.

Contract Labour (CLRA) Compliance

Outlines Contract Labour (Regulation and Abolition) Act compliance for both the principal employer and the contractor — registration, licence, wages, facilities, registers and returns. Use it when you engage contract workers. To audit your contractors, use the Contractor Compliance Audit.

Maternity Benefit Compliance

Outlines Maternity Benefit Act obligations — 26 weeks leave, eligibility, the creche requirement at 50+ employees, work-from-home and nursing breaks — and employer duties. Use it to comply. To draft a leave policy incorporating it, use the Leave Policy Generator.

State Minimum Wage Checker

Checks whether your wages meet state minimum wages by skill category (basic + VDA) and flags non-compliant or borderline roles. Use it to avoid underpaying below the statutory floor. For the wider compliance matrix, use the Multi-State HR Compliance Checker.

LWF Applicability Matrix

Provides a Labour Welfare Fund applicability, contribution and frequency matrix by state (several states have no LWF). Use it to get LWF deductions and deposits right. For the full multi-state picture, use the Multi-State HR Compliance Checker.

Migrant-Worker Compliance

Outlines Inter-State Migrant Workmen Act (and the new OSH Code) obligations — registration, contractor licence, displacement and journey allowances, equal wages and records. Use it when you engage inter-state migrant workers. For contract-labour rules generally, use the Contract Labour (CLRA) Compliance tool.

Employee Handbook

Employee Handbook Generator

Drafts a comprehensive, India-compliant employee handbook covering statutory requirements and modern workplace policies. Use it to create a full handbook. To revise a single section later, use the Handbook Section Updater; for a lean culture-first version, use the Startup Culture Handbook.

Handbook Section Updater

Revises a specific handbook section, producing clean replacement text and a change note. Use it to update one policy without rewriting the whole handbook. For a full handbook, use the Employee Handbook Generator.

Multi-Location Handbook Variant

Creates location-specific handbook addenda — holidays, statutory leave, local benefits and S&E differences — that sit on top of a common handbook. Use it for multi-city teams. For the base handbook, use the Employee Handbook Generator.

Startup Culture Handbook

Writes a concise, culture-first startup handbook that still covers essential policies and India statutory basics (POSH, leave, conduct, exit). Use it for a young company that wants warmth without bloat. For a full formal handbook, use the Employee Handbook Generator.

Acknowledgement Form Generator

Generates an employee acknowledgement/sign-off form for policy receipt and agreement, with an e-acknowledgement and retention note. Use it to record that employees received and agreed to policies. For the joining document set, use the Joining Documentation Pack.

Handbook Translation (Hindi/Regional)

Translates/localises handbook content into Hindi or a regional language in clear, simple terms while keeping meaning accurate, with a glossary. Use it to make policies understandable for all staff. For the source handbook, use the Employee Handbook Generator.

HR Policy

HR Policy Drafting

Drafts a complete, ready-to-implement HR policy on the topic you pick — WFH, leave, code of conduct, POSH, travel, social media and more — compliant with Indian employment law. Use it for a single named policy. For a POSH policy plus Internal Committee kit specifically, use the POSH Policy + IC Kit.

POSH Policy + IC Kit

Drafts a POSH Act 2013 policy plus an Internal Committee setup kit — IC composition, complaint process with 90-day timelines and annual compliance. Mandatory at 10+ employees. Use it to become POSH-compliant. To audit your existing POSH compliance, use the POSH Annual Compliance Audit.

Leave Policy Generator

Drafts a leave policy blending statutory minimums (state S&E, Maternity Benefit Act) with your company leave design. Use it to create a leave policy. To first check the statutory floor, use the State Leave Entitlement Calculator.

Attendance & WFH Policy

Drafts an attendance and work-from-home policy — hours, flexi/core hours, attendance capture, WFH eligibility, overtime and leave interplay. Use it to set attendance rules. For a full remote policy, use the Remote Work Policy Generator.

Moonlighting Policy

Drafts a moonlighting/dual-employment policy that balances enforceability (Section 27 limits on restraint of trade) with legitimate conflict and confidentiality concerns. Use it to set a clear stance on side work. For a broader conduct policy, use the HR Policy Drafting tool (Code of Conduct).

Grievance Redressal Policy

Drafts an employee grievance redressal policy with channels, escalation tiers, timelines, confidentiality and non-retaliation. Use it to give employees a fair process. For harassment specifically, use the POSH Policy + IC Kit.

Social Media Policy

Drafts a social media policy — personal use, brand representation, confidentiality, endorsements and disclaimers — balanced with employees' free-expression rights. Use it to protect brand and confidential info online. For a broader conduct policy, use the HR Policy Drafting tool.

Anti-Bribery / Gifts Policy

Drafts an anti-bribery and gifts/hospitality policy — gift thresholds, government-official caution, facilitation payments and a reporting channel — with Prevention of Corruption Act awareness. Use it to set ethics rules. For a general code of conduct, use the HR Policy Drafting tool.

Health & Safety Policy

Drafts a workplace health and safety policy scaled to your workplace (office vs factory) — responsibilities, hazard control, first aid, emergency and incident reporting — noting OSH Code/Factories Act where relevant. Use it to set safety rules.

Offer & Employment Letters

Offer Letter Template

Drafts a formal offer letter under Indian employment law — designation, CTC details, joining date, probation and notice — with a CTC table and BGV note. Use it to make an offer. For the detailed appointment letter after acceptance, use the Appointment Letter Generator.

Appointment Letter Generator

Drafts a formal appointment letter with role, compensation reference, probation, notice, confidentiality, IP and policy adherence. Use it after an offer is accepted. For the initial offer, use the Offer Letter Template.

Tax-Optimised CTC Structurer

Designs a tax-optimised CTC breakup — basic, HRA, LTA, allowances, NPS, PF, gratuity — within legal limits, with a take-home estimate and optimisation notes. Use it to structure a salary tax-efficiently. For a plain annexure, use the CTC Breakup Structurer.

Internship Offer Letter

Drafts an internship offer letter with stipend, duration, learning scope, confidentiality, IP and a non-employment clarification. Use it to offer an internship. For a full-time offer, use the Offer Letter Template.

Probation Confirmation Letter

Drafts the appropriate probation-outcome letter — confirm, extend or do-not-confirm — with a documentation tip. Use it at the end of probation. For a full separation, use the Separation Agreement Template.

Promotion / Increment Letter

Drafts a promotion/increment letter stating the new role/CTC, effective date and continuation of other terms. Use it for a promotion or raise. For a batch of increments, use the Salary Revision Letter Batch.

Transfer / Deputation Letter

Drafts a transfer/deputation letter with new location, reporting, allowances and continuation of terms. Use it to relocate or depute an employee (ensure a transfer clause exists in the contract).

Contract Renewal Letter

Drafts a fixed-term contract renewal letter with the new term, compensation and scope, noting fixed-term benefit parity (gratuity/benefits). Use it to renew a fixed-term engagement. For a permanent appointment, use the Appointment Letter Generator.

Interviewing

Structured Interview Question Bank

Creates a structured, bias-free interview guide with STAR behavioural and situational questions, what-to-look-for, red flags and a scoring rubric. Use it to design a role interview. For competency-only questions, use the Competency-Based Question Generator; for a technical screen, use the Technical Screening Question Set.

Competency-Based Question Generator

Generates competency-based (behavioural STAR) interview questions with follow-ups, good-answer signals and red flags. Use it to probe specific competencies. For a whole interview guide, use the Structured Interview Question Bank.

Technical Screening Question Set

Builds a technical screening question set — concepts, problem-solving and a practical task — with expected answers and difficulty, for a role and level. Use it to screen technical candidates. For behavioural questions, use the Competency-Based Question Generator.

Interview Scorecard / Rubric

Builds an interview scorecard/rubric with weighted criteria and anchored 1-5 rating scales to reduce bias, plus a hire threshold. Use it to score interviews consistently. For competency mapping, use the Role Competency Map.

Reference Check Question Guide

Builds a structured, legally-safe reference-check question guide with interpretation tips and a consent note. Use it to run reference checks that are informative and fair. For candidate evaluation, use the Candidate Evaluation Summary.

Case-Study / Assignment Designer

Designs a fair, time-bounded take-home assignment/case study with a rubric and a fairness note (avoid free labour). Use it to assess candidates practically. For live technical questions, use the Technical Screening Question Set.

Panel Interview Guide

Designs a panel interview guide that divides focus areas across interviewers to avoid overlap and cover all competencies, plus a debrief process. Use it to run a multi-interviewer loop. To consolidate the feedback after, use the Candidate Evaluation Summary.

Candidate Evaluation Summary

Consolidates panel feedback into a balanced candidate evaluation summary with a clear recommendation, mitigating bias. Use it to reach a hiring decision. For the interview loop design, use the Panel Interview Guide.

DEI & Pay Equity

DEI Language Audit of Job Descriptions

Audits your job descriptions for biased, exclusive or legally problematic language, flags each instance with a neutral replacement, scores inclusivity and rewrites the JD. Use it to de-bias existing JDs. For a single ad rewrite, use the Inclusive Job Ad Rewriter.

Inclusive Job Ad Rewriter

Rewrites a job ad to remove gendered/ageist/ableist language and unnecessary requirements while keeping appeal, with a change log. Use it to fix one ad. For a full audit of many JDs, use the DEI Language Audit.

Pay-Equity Analysis

Analyses pay equity for like-for-like roles, surfacing unexplained gaps and remediation, mindful of the Equal Remuneration principle. Use it to find pay gaps. For diversity metrics tracking, use the Diversity Metrics Dashboard Designer.

DEI Policy Generator

Drafts a DEI policy covering non-discrimination, inclusive hiring, accessibility (RPwD Act) and accountability, with what to measure. Use it to formalise DEI. For the metrics themselves, use the Diversity Metrics Dashboard Designer.

Diversity Metrics Dashboard Designer

Designs a diversity metrics framework — representation, hiring funnel, progression, pay and inclusion — with definitions, cadence and a privacy note. Use it to measure DEI. For the policy behind it, use the DEI Policy Generator.

Bias-Free Interview Guide

Designs a bias-free interview process — structured questions, rubrics, diverse panels, note discipline — and names the biases it addresses. Use it to de-bias hiring. For the scoring rubric, use the Interview Scorecard / Rubric.

Performance Management

Performance Review Framework

Designs a complete performance review framework — rating scale, competency rubrics, self/manager/peer templates and a calibration guide — for your team structure. Use it to build appraisals. For level-wise competency rubrics alone, use the Competency Rubric Designer; to run calibration, use the Calibration Session Guide.

Goal / OKR Setting Assistant

Drafts well-formed OKRs/goals — measurable, aligned key results — for a role or team, with a quality check. Use it to set goals for a period. For appraising against them, use the Performance Review Framework.

Self-Appraisal Drafting Helper

Helps an employee draft a balanced, evidence-based self-appraisal — quantified achievements, honest growth areas and next-period goals. Use it to write your self-review. For a manager writing feedback, use the Manager Feedback Writer.

Manager Feedback Writer

Drafts constructive manager feedback (SBI/specific, balanced, actionable) for a performance review. Use it to write feedback for a report. For a full review framework, use the Performance Review Framework.

360-Feedback Survey Builder

Builds a 360-degree feedback survey (self/manager/peer/report) with competency items and open questions, plus an anonymity note. Use it to gather multi-rater feedback. For a self-review, use the Self-Appraisal Drafting Helper.

Calibration Session Guide

Provides a calibration session guide — agenda, consistency checks, facilitation tips and pitfalls — to ensure fair, consistent ratings across managers. Use it to run calibration. For the rating framework itself, use the Performance Review Framework.

PIP Builder

Builds a fair, documented Performance Improvement Plan — specific goals, support, timeline and review points — mindful of Indian employment-law due process (avoid a sham PIP). Use it to help an underperformer improve. For an exit if it fails, use the Separation Agreement Template.

Competency Rubric Designer

Designs level-wise competency rubrics for appraisal and career-pathing across your function's levels. Use it to define what each level looks like. For a full review framework, use the Performance Review Framework.

Onboarding

Employee Onboarding Checklist

Generates a comprehensive onboarding checklist — statutory documents, HR paperwork, IT setup and day-1-to-30 milestones — for a new hire. Use it to onboard someone smoothly. For a function-tailored plan use the Role-Specific Onboarding Plan; for the document list alone use the Joining Documentation Pack.

30-60-90 Day Plan Generator

Builds a 30-60-90 day onboarding ramp plan with learn/contribute/own milestones and success metrics for a role. Use it to ramp a new hire. For the operational checklist, use the Employee Onboarding Checklist.

New-Hire Welcome Kit / Email

Drafts warm, practical new-hire communications — pre-joining email, day-1 email, team intro and a welcome-kit checklist. Use it to make day one great. For the buddy system, use the Buddy Program Setup.

Buddy Program Setup

Designs an onboarding buddy program — the buddy role, matching, cadence, do/don't and a success measure. Use it to support new joiners socially. For the full onboarding checklist, use the Employee Onboarding Checklist.

Role-Specific Onboarding Plan

Builds a role/function-specific onboarding plan — systems, training, shadowing and first tasks, week by week. Use it to onboard for a specific function. For the general checklist, use the Employee Onboarding Checklist.

Onboarding Feedback Survey

Builds onboarding feedback surveys (30/90-day) on clarity, support, tools and belonging to improve the new-hire experience. Use it to measure onboarding. For the ramp plan, use the 30-60-90 Day Plan Generator.

Joining Documentation Pack

Produces a joining documentation pack/checklist — KYC, statutory forms, declarations and policy sign-offs — for an Indian employer. Use it to collect everything from a new joiner. For the full onboarding flow, use the Employee Onboarding Checklist.

Compensation & Benefits

Compensation Philosophy Document

Drafts a compensation philosophy document and pay-band framework aligned to your company stage and market positioning. Use it to set your comp strategy. For detailed level-wise bands, use the Salary Band Designer.

Salary Band Designer

Designs salary bands — min/mid/max per level with overlap and compa-ratio guidance — for an Indian employer. Use it to build a pay structure. For the strategy behind it, use the Compensation Philosophy Document.

CTC Breakup Structurer

Generates a clean, compliant CTC breakup annexure — fixed, allowances, employer contributions, gratuity and variable — with a compliance note. Use it to create the salary annexure for a letter. For tax-optimised structuring, use the Tax-Optimised CTC Structurer.

Variable Pay / Incentive Plan

Designs a variable-pay/incentive plan — metrics, targets, payout curve, accelerators, caps and frequency — aligned to goals, with fairness notes. Use it to build a bonus or commission scheme. For total-reward context, use the Total Rewards Statement Generator.

ESOP Communication Note

Writes a plain-language ESOP explainer — grant, vesting, exercise, taxation and an illustrative value — for employees. Use it to explain an ESOP grant. For the whole reward picture, use the Total Rewards Statement Generator.

Benefits Benchmarking

Benchmarks your benefits against typical market practice for your segment and suggests high-impact additions. Use it to see where your benefits stand. For the total value to employees, use the Total Rewards Statement Generator.

Total Rewards Statement Generator

Generates a total-rewards statement quantifying cash, benefits, equity and perks for an employee. Use it to show the full value of an offer/package. For a market comparison, use Benefits Benchmarking.

Salary Revision Letter Batch

Generates a merge-ready template and per-employee salary-revision letters from a list. Use it to issue increment letters at scale. For a single promotion, use the Promotion / Increment Letter.

HR Compliance Audit

HR Compliance Audit Checklist

Produces a comprehensive HR compliance self-audit checklist covering all statutory obligations, thresholds, due dates and penalties, with the items most likely to be non-compliant flagged. Use it for a broad self-audit. For a specific area, use the Statutory Register Audit, PF/ESI Filing Audit or POSH Annual Compliance Audit.

Statutory Register Audit

Audits whether your establishment maintains the required statutory registers (wages, attendance, leave, overtime, fines) and returns under applicable labour laws/Codes. Use it to check register compliance. For the broad audit, use the HR Compliance Audit Checklist.

POSH Annual Compliance Audit

Audits POSH Act annual compliance — policy, IC constitution (incl. external member), training, annual report to the district officer, display and records — with penalty exposure. Use it to verify POSH compliance. To set it up from scratch, use the POSH Policy + IC Kit.

PF / ESI Filing Audit

Audits PF and ESI compliance — coverage, contribution rates, wage base, timely ECR/challan, UAN/IP allotment and arrears. Use it to check payroll statutory filings. For the broad audit, use the HR Compliance Audit Checklist.

Contractor Compliance Audit

Audits contractor labour compliance a principal employer must verify — CLRA licence, PF/ESI of contract workers, wage payment and registers — with monthly documents to collect. Use it to manage contractor risk. For your own obligations, use the Contract Labour (CLRA) Compliance tool.

HR Document Health Check

Provides a personnel-file completeness checklist — offer/appointment, KYC, statutory forms, policy sign-offs, appraisals — for audit-readiness, with common gaps and retention. Use it to make files audit-ready. For statutory registers, use the Statutory Register Audit.

Exit & Separation

Separation Agreement Template

Drafts a full-and-final settlement / separation agreement with a dues calculation and mutual release, for the separation type you pick. Use it to paper an exit. For just the FnF numbers, use the Full-and-Final Settlement Calculator; for a layoff, read the Layoff / Retrenchment Compliance Guide first.

Full-and-Final Settlement Calculator

Computes a full-and-final settlement — pending salary, leave encashment, gratuity, bonus, deductions, notice recovery and TDS — with gross and net payable. Use it to settle an exit accurately. For the separation agreement, use the Separation Agreement Template.

Relieving / Experience Letter

Drafts relieving and/or experience/service certificates for an exit, factually and neutrally. Use it to issue exit documents. For the settlement, use the Full-and-Final Settlement Calculator.

Exit Interview Question Set

Builds a structured exit interview question set that surfaces honest, actionable attrition insights, with facilitation tips. Use it to learn why people leave. To track themes across exits, feed responses into your HR analytics.

Knowledge-Transfer Plan

Builds a knowledge-transfer/handover plan for a departing employee — responsibilities, contacts, systems, in-flight work and documentation — across the notice period. Use it to protect continuity on an exit. For exit documents, use the Relieving / Experience Letter.

Layoff / Retrenchment Compliance Guide

Outlines retrenchment/layoff compliance under the Industrial Disputes Act / Industrial Relations Code — notice, retrenchment compensation, last-in-first-out and government-permission thresholds. Use it before a layoff (legally sensitive — engage a lawyer). For the exit paperwork, use the Separation Agreement Template.

Succession & Talent

Succession Planning Document

Builds a structured succession plan — role criticality, incumbent risk, potential successors and readiness, interim cover and development actions — with talent-assessment criteria. Use it to plan continuity for key roles. For key-person risk specifically, use the Critical-Role Risk Map.

9-Box Talent Grid Builder

Plots people on a 9-box grid (performance x potential) with an action per box. Use it for a talent review. For succession planning, use the Succession Planning Document; for key-person risk, use the Critical-Role Risk Map.

Career Pathing Framework

Builds a career-pathing framework — levels, IC and management tracks, criteria to advance and lateral moves — for a function. Use it to give people clear progression. For competency detail per level, use the Competency Rubric Designer.

Critical-Role Risk Map

Maps critical-role/key-person risk — impact if lost, flight risk, bench strength — with mitigation for each. Use it to find single points of failure in your team. For a full succession plan, use the Succession Planning Document.

Leadership Development Plan

Builds an individual leadership development plan — competency gaps, stretch experiences, learning, mentoring and milestones — for a high-potential. Use it to grow a future leader. For the talent review that identifies them, use the 9-Box Talent Grid Builder.

Internal Mobility Policy

Drafts an internal mobility/transfer policy — eligibility, application, manager consent, tenure and compensation on move — for an Indian employer. Use it to let employees move internally fairly. For career paths, use the Career Pathing Framework.

Remote & Workplace

Remote Work Policy Generator

Drafts a complete remote-work policy — arrangements, eligibility, equipment, expense reimbursement, data security, hours and multi-state compliance. Use it for a full remote policy. For hybrid specifically use the Hybrid Work Policy; for work-from-anywhere use the Workation / WFA Policy.

Hybrid Work Policy

Drafts a hybrid work policy — office cadence, anchor days, flexibility, eligibility and in-office expectations. Use it to structure hybrid working. For a fully remote policy, use the Remote Work Policy Generator.

Remote Expense Reimbursement Policy

Drafts a remote-work expense reimbursement policy — eligible expenses, caps, claim process and tax treatment. Use it to set remote-cost rules. For the full remote policy, use the Remote Work Policy Generator.

Equipment / BYOD Policy

Drafts an equipment/BYOD policy — provisioning, acceptable use, security/MDM, personal-device rules and return on exit. Use it to govern devices. For broader IT rules, use the HR Policy Drafting tool (IT & Device Usage).

Workation / WFA Policy

Drafts a workation/work-from-anywhere policy — eligibility, duration, location rules, overseas tax/PE caution, connectivity and security. Use it to allow WFA safely (overseas work has legal/tax implications). For standard remote work, use the Remote Work Policy Generator.

Remote Productivity Norms

Defines remote productivity norms — availability, response times, async communication, output focus and meeting hygiene — for a distributed team, without surveillance. Use it to set healthy remote expectations. For the formal policy, use the Remote Work Policy Generator.

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.