Rookettle

Services overview

Rookettle helps U.S. small businesses put practical people and operations systems in place—without adding a full-time HR or operations team.

Services

Employee handbooks

Bring workplace policies, expectations, and everyday guidance into one clear document.

Standard operating procedures (SOPs)

Write down recurring work so the steps are easier to follow, share, and improve.

Onboarding systems

Give new team members a more organized start with useful steps, materials, and owners.

Staff scheduling

Set a practical rhythm for gathering availability, sharing schedules, and handling changes.

Performance documentation

Create straightforward templates for check-ins, feedback, and keeping useful records.

Business organization

Make roles, responsibilities, information, and recurring routines easier to manage.

Engagement options

For a defined need · Project-based consulting

Focus on a specific system or set of documents, scoped to your business.

As the business changes · Ongoing consulting

Keep a practical sounding board as your team and day-to-day needs evolve.

Legal scope

No. Rookettle provides practical people and operations guidance, not legal advice or legal review. Rookettle can flag when location-specific review may be needed, but legal questions and review should go to qualified counsel.