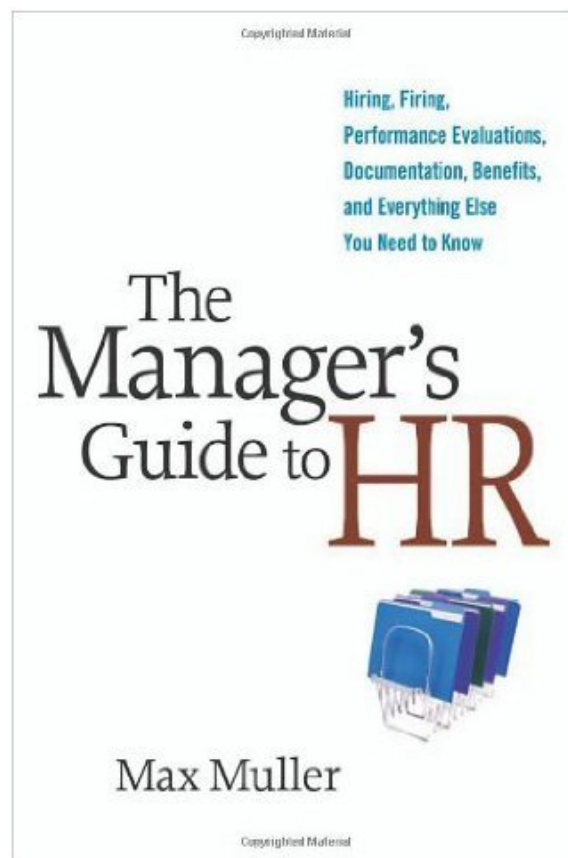


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The Manager's Guide to **HR**



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BY MAX PDF

" Managing people is a tricky business—and managers and small business owners can no longer get by without understanding the essentials of human resources. New questions abound. In our increasingly legal-minded age, how much documentation do we need to keep on each employee? What's the best way to confront complicated personnel issues, and even workplace violence? The Manager's Guide to HR provides readers with a straightforward, step-by-step guide to human resources topics, including:

hiring • performance evaluations and documentation • training and development • benefits • compensation • employment laws • documentation and records retention • firing and separation

The book clarifies hot-button issues such as dealing with conflict, privacy issues, COBRA compliance, disabilities, sexual harassment, and more. The Manager's Guide to HR is a quick and ready reference for every leader. "

- Sales Rank: #934531 in eBooks
- Published on: 2009-01-14
- Released on: 2009-01-14
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12 of 13 people found the following review helpful.

One chapter alone worth the price of the book

By K. Lowry

Ben Franklin claims an ounce of prevention is worth a pound of cure. I am an employment law attorney. I represent plaintiffs in sexual harassment cases only. I bought this book because the chapter on sexual harassment alone is excellent. Why did I buy it? Because it lists all the steps to follow to prevent harassment from occurring, and the steps to follow if harassment occurs and needs to be investigated. I use books like this as depo guidelines. If an employer doesn't follow steps like those outlined in this book, I will win the lawsuit. If the employer does follow the steps, then I can only win if the harassment was perpetrated by a supervisory-level employee (employer is strictly liable in California in that case). If you are an HR professional in California and follow this man's steps to prevent and investigate sexual harassment complaints, my caseload will diminish. Isn't that alone worth the price of this book if you are a California employer?

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By B. Armbruster

This is a comprehensive yet consolidated overview to refresh the myriad of HR responsibilities and laws. Every HR person should have this book in their reference library!

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By Sherron E. Allen-woods

This is a very good book. It provides an excellent overview of HR processes and requirements . I felt empowered and was able to organize disparate HR experiences into a mental system and checklist for future activities. A very good read.

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