



# Human Resources Kit For Dummies

By Max Messmer

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## Human Resources Kit For Dummies By Max Messmer

### Align HR practices with your objectives and keep your company competitive

A company's ability to grow and stay on top of customer demand has always depended heavily on the quality of its people. Now, more than ever, businesses recognize that finding (and keeping) a highly skilled and motivated workforce is pivotal to success. Maybe you're a business owner and your company is growing, or you're an employee at a small- to midsize-company and management has asked you to take on some—or all—of their HR functions. Either way, knowing how to set up and implement successful HR practices (not to mention navigating the legal minefields in today's increasingly regulated environment) can be tricky.

*Human Resources Kit For Dummies* is your one-stop resource for learning the nuts and bolts of HR. It gives you forms and templates that you can put to immediate and productive use.

- New information on anti-discrimination legislation; measuring performance; hiring, firing, and retaining employees; and training and development plans
- The latest info on online and social media policies
- Updated forms and contracts, from job application forms and sample employee policies to performance appraisals and benefit plan worksheets

If you're currently working in Human Resources or are responsible for employees in your business, the tools presented here help you maximize the effectiveness of your own HR program.



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### Editorial Review

From the Back Cover

Learn to:

- Set up and implement successful HR practices
- Increase the efficiency and effectiveness of your HR function
- Navigate today's heavily regulated HR environment

CD includes dozens of helpful policies, forms, and contracts

Align HR practices with your objectives and keep your company competitive

Looking to stay on top of today's complex HR management tasks? This practical guide provides the tools you need to keep your HR administration running smoothly. You get up-to-the-minute information on evaluating resumes, measuring performance, firing or laying off employees, developing training programs, and more.

- Human Resources 101 — grasp the key issues affecting the human resources field today and the various technology tools that can benefit even the smallest HR shop
- Get down to brass tacks — get the 4-1-1 on hiring, recruiting, interviewing, selecting employees, and engaging contingent workers, who are pivotal in growing your business
- Put your best foot forward — take a tour of compensation, benefits, training, and establishing a culture that can give your company a reputation as a great place to work
- Make special note — discover how to offer training and career development opportunities that can help your people grow professionally
- Legal matters — get to know the legal challenges of hiring and managing your employees

CD Includes

Dozens of helpful policies, forms, and contracts to help you navigate the legal waters surrounding the hiring and managing of employees.

Open the book and find:

- Policies that can enhance (or stand in the way of) your ability to retain talent
- Proven ways to measure employee performance
- Ways to deal with grievances, layoffs, dismissals, and sexual harassment
- Legal and policy considerations
- Advice for staying ahead with HR software
- Tips on compensation structures and benefits packages
- Ways to create an employee-friendly work environment

About the Author

Max Messmer is chairman and CEO of Robert Half International, the world's largest specialized staffing firm. He is one of the leading experts on human resources and employment issues.

## **Users Review**

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