



Human Resources Kit For Dummies

Harold Messmer Jr.

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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, Second Edition**, is your one-stop resource for learning the nuts and bolts of HR. It gives you the actual tools-forms, templates, and so on-that you can put to immediate and productive use. Inside, you'll easily discover how to:

- * Find, hire, and keep top talent
- * Create an effective compensation structure
- * Ensure you're developing the right benefits package
- * Encourage extraordinary performance
- * Establish an employee-friendly environment
- * And much more

This Second Edition also contains new information on anti-discrimination legislation, measuring employee performance, firing or laying off employees, and the latest training and development plans. The CD-ROM includes updated forms and contracts-from job application forms and sample employee policies to performance appraisals and benefits worksheets. With the tools and helpful information in this book, you'll experience first-hand how a successful HR administration reaps untold rewards. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

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