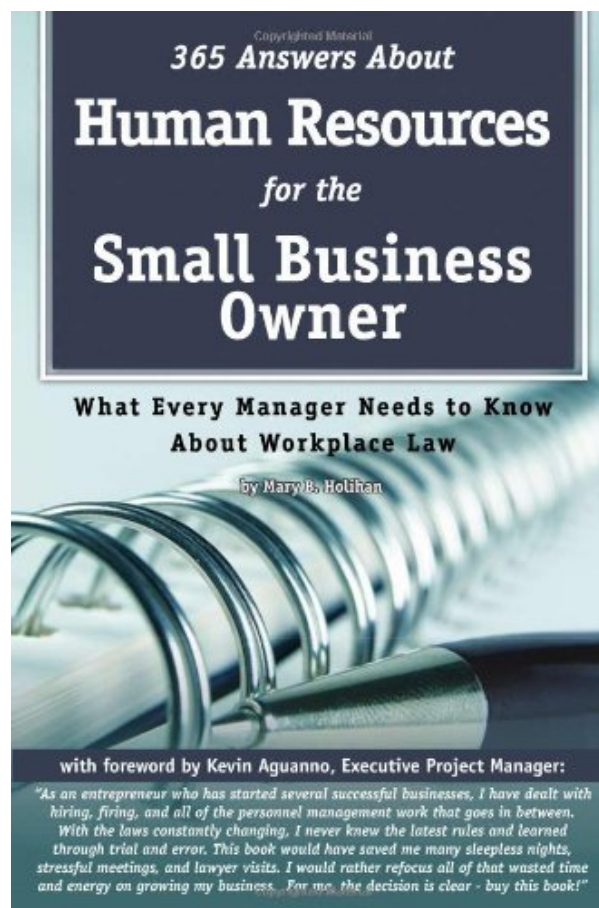
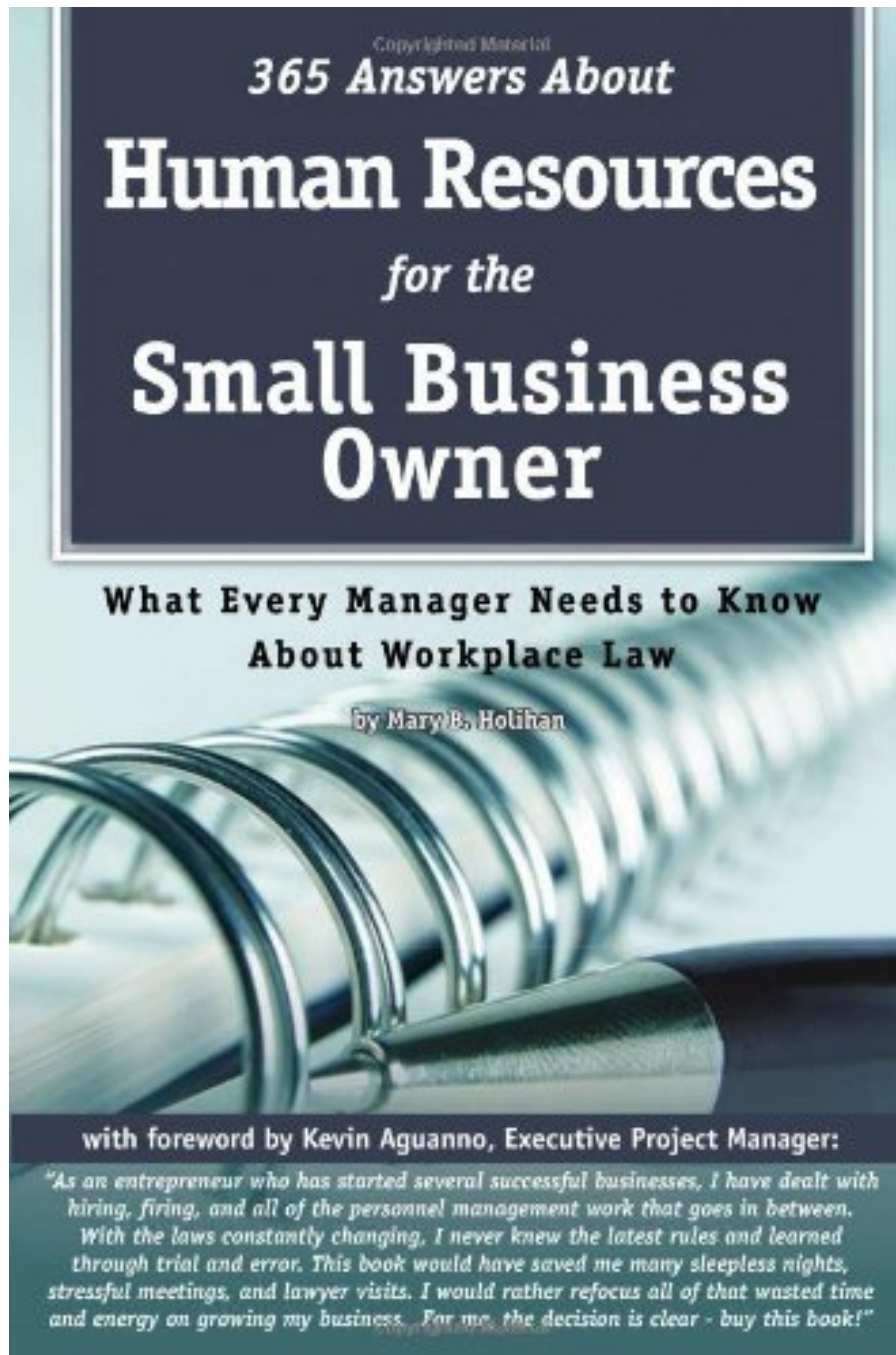


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“This book provides important information for a new HR professional...vital to those who are looking for positions.” --Gloria Pincu, President; Basic Learning Systems, Inc.

About the Author

After 30 years in the corporate world of Finance and Human Resource Management, Mary Holihan decided to strike out on her own. Combining a love of languages, reading and writing with experience in the business world led to a new career as a freelance writer/editor/translator specializing in business subjects. Keeping one foot in the business world through research and contacts while having the freedom of the freelance world has turned out to be an ideal career.

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The How-To of Human Resources

By Paige Jackson

Let's face it - who wants to spend time worrying about human resource issues when you have a business to run? The hiring, the firing, the laws . . . it gives me a headache just typing it! In our litigious society an employer has to think not just twice, but 3 or 4 times before making a statement, sending out a memo, or creating a new policy. This book goes a long way to taking the fear out of the personnel arena and giving the business owner the necessary tools to hire the best prospect and retain that employee.

Holihan begins with explaining what human resource management actually is and walks you through creating personnel policies and handbooks. Creating job descriptions, organizational charts, recruiting, interviewing, hiring, and training are all covered in detail with additional sources for more research provided. Then Holihan gets to the truly sticky issues: communicating with employees; evaluating and motivating performance; discrimination and fair treatment; and the ever-nasty discipline and termination procedures. Nobody wants to fire someone, it causes as much emotional stress for the owner as it does for the employee. Holihan takes the pain out of the act by stating in plain language what the costs are for NOT firing an employee for poor performance.

If you are a business-owner with 100 employees or less, this is the book for you. It is easy to read, the steps are clearly outlined and explained, and enough additional resources are provided that you should never want for employment information again!

4 of 4 people found the following review helpful.

Interesting Information

By Bree

This book is a good book to read, just don't expect it to be a one-stop reading type book. It gives you some good basics, but it's definitely not for someone who is trying to run a HR dept without any knowledge, only

using this book. It helps give you a clearer idea of what track you are on and it's good for someone in the company that wants a general overview of their small business HR dept. I would recommend this book for a quick good read, but you will still need to supplement with other reading materials or research.

0 of 0 people found the following review helpful.

Five Stars

By Mike in Miami, FL

I found this to be a very good resource for everyday HRM. Glad I got it!

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