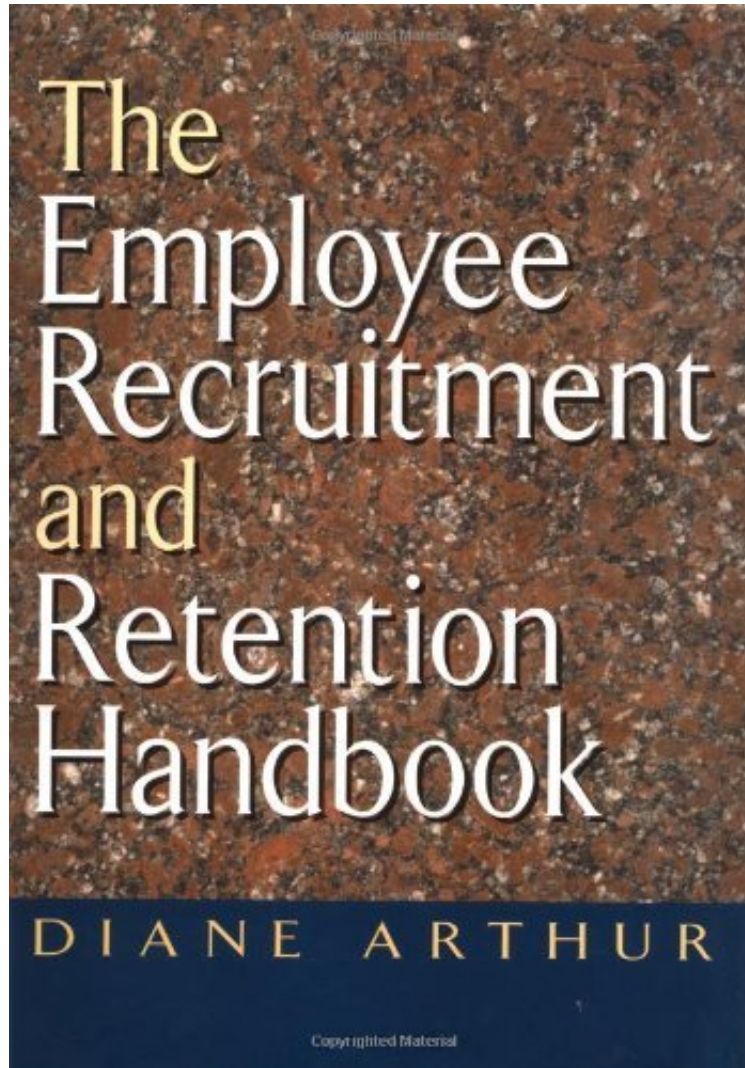


The Employee Recruitment and Retention Handbook

Diane Arthur

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Diane Arthur : The Employee Recruitment and Retention Handbook before purchasing it in order to gage whether or not it would be worth my time, and all praised The Employee Recruitment and Retention Handbook:

1 of 1 people found the following review helpful. Good Material; Needs to be UpdateBy Scoop10-23-10I selected this book to use in an academic setting, teaching a student about Recruitment and Retention. The categories in this book are right on target. The problem is the copyright date - 2001.If I had it to do over I would not have selected this book ONLY because sections of it are outdated.The chapter on Electronic Recruiting is showing its 10 year age. My suggestion:update the book including a major rework of Internet and electronic references. This handbook should be revised every three years. Scoop0 of 0 people found the following review helpful. The Employee Recruitment and Retention HandbookBy M VasquezStarting a new job can be intimidating for most people but a new opportunity in

becoming successful in their life. In order to accomplish success, people will need to prove to the Employer that their definitely the perfect candidate for the position for which their applying for. Many people compete for the same occupation which will make the chances limited for an individual. In order to be given a chance people must convene their standards in having the experience and degree for the job title. According to the chapters, I read there is an importance in the following qualities that is most important characteristics' of being a good employee are being able to listen and follow commands, being dependable. Employer's look for that dependable person that will bring gains and fresh new ideas to the table. To become a good employee means being able to listen and follow commands given by the Employer. This is an important quality because it shows respect to the Employer. Listening and following orders will reduce mistakes and prevent accidents. For example, the boss asks to complete a power point presentation for the President of the company because he/she needs to make sure the company is successful and that the employees' do their job accurately. Imagine the employee presented the wrong issue and didn't listen and follow instructions as was told by the Employer, it can lead to getting fired. It will show the employee is not focusing and have a high risk of misplacing any important document that may be classified. Also, could cause a huge dilemma between the Employer and the President of the company which supposedly all are representing. An employee must be patient and listen to the Employer without any interruptions and undivided attention. Communication is needed between both the employee and Employer in order to prevent accidents. Another important characteristic of becoming a good employee is being dependable. The Employer appreciates when an employee's devoted to their job without them having to look over their shoulders constantly. Showing initiative puts the Employer at ease because the employee has the ability to act on their own For example, make decisions without the help or advice of other people, unless needed approval from the boss. Improving things at work will just be a positive approach. To be more efficient will demonstrate that a person's an excellent employee. Illustrating and delivering in such a way will guide to better prospects in the job field by receiving more responsibility leading to a promotion. Dependability proves capability of tackling a particular problem with organization. Last, but not least, becoming a good employee it's important to be healthy. The significance of having a job is physically being at the job. A person eating healthy foods, getting plenty of rest, and exercising assist to keeping the mind and body strong and functional. Also, being in good health can put off sickness. Taking care of oneself avoids calling out sick from work. A situation like that is uncontrollable, nobody plans to get sick, a part of being a human being. Sickness just causes a person to lose time and especially money. The best thing to do is avoid getting the co-workers infected with the same illness that will increase with the presence at the job. A career is extremely important, but health is what keeps you alive. In conclusion, the three qualities that is most important characteristics' of becoming a good employee are being able to listen and follow commands, being dependable, and be healthy. It is very difficult to find a job that is perfect, but is possible, just show the best to enjoy and respect the work and job title. The finest is when waking up in the morning and know how to pursue doing what a person knows is imperative, being a great employee. It will always benefit the employee whether it's for a promotion or recommendation. Starting or resigning from a job, a person wants to be documented as a very rigid and strong-minded employee. 12 of 12 people found the following review helpful. A Truly Great Challenge By Robert Morris I cannot think of a greater challenge to organizations today than to find, hire, and then keep peak performers. This is one of two books which I have just read. Both suggest excellent strategies and tactics to meet this challenge. (The other is authored by Harry E. Chambers.) But what if an organization now has few -- if -- any peak performers? Obviously, it must develop them. How? In Hidden Value, O'Reilly and Pfeffer explain how great companies achieve extraordinary results with ordinary people. You can also hire them. In my opinion, one with which Arthur may agree, organizations must be constantly, indeed aggressively involved in recruiting all the time. That is to say, at least decision-makers must be identifying "the best and the brightest" workers employed elsewhere. Perhaps there is no need for them now. Even so, it is important to know who they are, to establish contact with them, and then stay in touch. One CEO I know has a simple but very effective strategy. Whenever she encounters someone who makes a highly favorable impression on her, she offers her business card. "I know you are very happy where you are now. That's great. And frankly, we do not have a suitable position available at the moment anyway. However, if you ever think about making a change, please give me a call. I'd really like to hear from you." Perhaps 18-24 months later, that person calls her. Arthur organizes her material within 11 chapters, ending each with a summary of key points. She then provides two especially informative appendices: "Employee Benefits Glossary" and "Legal Issues." Her advice on using an outside source (e.g. an executive recruitment firm) to help generate and screen candidates will be most beneficial to larger organizations. However, almost all of the other material will be of substantial assistance to any organization, regardless of its size or nature. All by itself, Chapter 6 is worth the cost of the book. In it, Arthur offers a wealth of suggestions concerning competency-based recruiting and interviewing, correctly stressing the importance of first establishing a solid pre-recruitment foundation, one which takes into account questions such as these which anyone involved in the interview process should be prepared to answer fully: 1. Am I thoroughly familiar with the qualities being sought in an applicant? 2. Are these qualities both job-related and realistic? 3. Can I clearly communicate the duties and responsibilities of this position to applicants? 4. Am I prepared to provide additional relevant information about the job and the company to the applicant? In other words, whenever a position becomes available, take full advantage that opportunity (a) to

determine whether or not it should be filled and (b) if it must be filled, to identify job-specific competencies (prior to recruitment) and other factors which are necessary for success. In Chapter 7, Arthur includes Exhibit 8-1 which lists and briefly discusses "Reasons for High Turnover." For those organizations which have a problem with employee attrition, Arthur suggests a number of probable causes. In fact, I think all of the "exhibits" are informative, as with chapter summaries helping the reader to focus on key points which can easily be reviewed later. I also highly recommend Exhibit 11-1 in the final chapter which lists and briefly discusses 20 "Future Job Projections"; Arthur also includes Web sites which offer additional information about each, such as "workplace concierge" and "corporate anthropologist." Good stuff indeed. Arthur's expert guidance can help any organization to formulate or refine a cohesive, comprehensive, and cost-effective system by which to recruit and then retain the people it needs. Obviously, I think highly of her book. However, given the importance of the issues it addresses as well as the serious implications of decisions which must be made, I strongly recommend that several different sources (including hers) be consulted. .com identifies a number of possibilities; those who review them can assist the selection process.

"Competition for skilled employees is fierce! This book provides comprehensive, practical advice to employers to get and keep the people they need. It covers such vital topics as what workers want - including a sense of making a real impact in their jobs and getting learning opportunities; why workers leave - sometimes just because they can (it's so easy to find a new job), often because they feel undervalued or bored where they are; and what best-practice companies are doing to attract and retain the talent necessary to remain competitive. Expert Diane Arthur discusses: both traditional and new strategies, including a huge array of special incentives and perks; online recruiting via sites like Monster.com or a company's own Web site; successful programs from Cisco Systems, Bank of Boston, Eli Lilly, McDonald's, and dozens of other companies, including many small firms; and, Competency-based recruiting and interviewing, contingent workers, telecommuting and other alternative work arrangements, future trends, and more".

...an important new resource..a'must have'reference tool to provide sound ideas for establishing effective recruitment and retention techniques." -- HR Magazine December 2001 About the Author Diane Arthur (Northport, NY) is a well-known human resources consultant, trainer, and the author of several books, including The Complete Human Resources Writing Guide and Recruiting, Interviewing, Selecting Orienting New Employees.