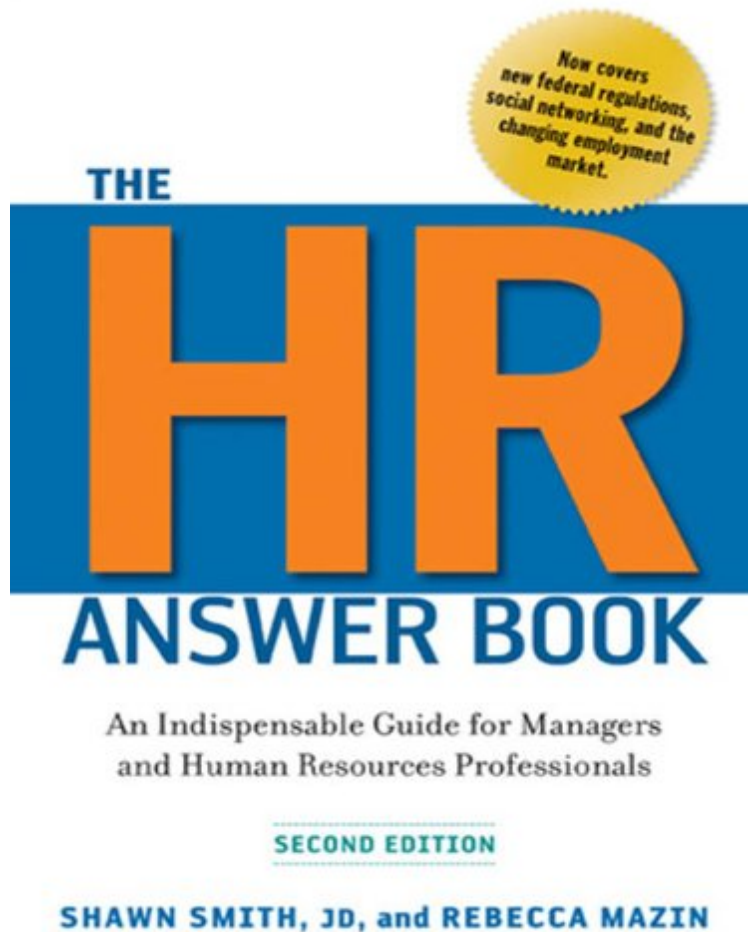


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# The HR Answer Book: An Indispensable Guide for Managers and Human Resources Professionals

Shawn, JD SMITH, Rebecca MAZIN  
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Fully updated advice on hundreds of critical human resources topics! With changes in the economy, the job market, technology, and the law, human resources professionals and department managers alike are facing new challenges. Luckily, the second edition of *The HR Answer Book* covers these developments and addresses more than 200 questions that every employer needs to deal with, from recruiting and hiring to discipline and downsizing, compensation and benefits to training and employee relations. The new edition contains revised and expanded sections on FMLA, health insurance changes, and compensation laws, as well as information on salary reductions and using social networking to recruit employees. It is also packed with ready-to-use tools and checklists including: 10 Questions to Ask Before Scheduling an Interview Job Applicant Flow logs Performance Goals forms Exit Interview Questionnaire And more *The HR Answer Book* is an easy-to-use problem solver that can be read cover-to-cover or as a quick reference in specific situations.

"hellip;comprehensive guide to the many changes HR pros have witness in recent years - from the economy hellip;to developments in law and technology." --Work Style magazine From the Inside Flap From recruiting strategies to payroll, retention to benefits administration, the job market to the very culture of business, workplaces continue to change at an unprecedented rate. And so do the laws and best practices that govern sound and effective human resources policies. Featuring a powerful combination of proven strategies and breaking, must-know information, *The HR Answer Book* is an invaluable and practical reference for both human resources practitioners and any professionals involved in hiring and managing staff. Organized by topic in an accessible question-and-answer format, the book has been fully updated to reflect changes to every facet of human resources and employee relations. Veteran employment attorney Smith and HR consultant Mazin offer clear, powerful, plain-English responses to all your most pressing questions on more than 200 targeted topics, including: Compensation and Benefits. How can we make our benefits package attractive and cost-effective at the same time? Employment Law. What are the recent changesmdash;including wage and hour classificationsmdash;and how do they affect the company, and our employees? Workplace Issues. How do I handle sensitive, difficult, or even dangerous situations in the workplace? Terminations and Layoffs. Whether itsquo;s for performance problems or economic realities, how do I make sure we do it legally, fairly, and as humanely as possible? Restructuring. How do we minimize business disruptions even in the midst of substantial downsizing and reorganization? New Technologies. How can I leverage the opportunities and meet the challenges of Facebook, Twitter, blogging, and other new realities of business culture? Every chapter offers instructive (and often amusing) examples, including real-world instances dubbed either ldquo;Worth Repeatingrdquo; or ldquo;Better Forgotten.rdquo; And the expanded Tools and Templates section offers an array of forms, checklists, and other ready-to-use documents such as: bull; Questions to ask before scheduling an interview bull; Job-applicant flow log bull; Performance goals form bull; Discipline, warning, and termination documents bull; Exit interview questionnaire . . . and many more that will help you establish, revise, and maintain workable and thorough policies that help create a positive work environment and bring out the best in your employees. Your field, your job, and your company are constantly evolving. Make sure you keep pace. Itsquo;s easy with *The HR Answer Book*! Shawn Smith is an attorney, corporate executive, and frequent speaker on management issues. Her articles have appeared in numerous legal and business publications. Rebecca Mazin is cofounder of Recruit Right, an HR consulting firm; has held key positions at organizations including Hyatt Hotels, Owens Corning, and the National Labor Relations Board; and is the author of *The Employee Benefits Answer Book*. From the Back Cover ldquo;The HR Answer Book provides practical advice to executives and business owners for creating a positive work environment and managing the complex employee issues that routinely arise.rdquo; mdash; Zachary T. Julius, Chief Executive Officer, Professional Disposables International, Inc. ldquo;The HR Answer Book provides a comprehensive set of resources; easily understood legal advice; and the practical, down-to-earth guidance of a seasoned HR professional in one package. Whether itsquo;s dealing with a day-to-day employment issue or navigating a significant change in policy, *The HR Answer Book* will answer the basic questions while providing guidance on how to evaluate and resolve the bigger HR issues every manager faces at some point in his or her career.rdquo;mdash; Vickie Littler, Associate Vice President Human Resources, ARAMARK ldquo;The HR Answer Book . . . should be front and center on the desks of prudent manashy;gers and human resources professionals looking to prevent HR issues from becomshy;ing costly problems.rdquo; mdash; David W. Garland, Epstein Becker Green, P.C. ldquo;This comprehensive guide is a must-have for human resources professionals and all who work in a managerial capacity.rdquo;mdash; Lisa J. Stamatelos, SPHRmdash;Director of Human Resources, KVL Audio Visual Services