

## The HR answer book: an indispensable guide for managers and human resources professionals

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### Abstrak

"The HR Answer Book addresses 200 questions that every employer needs to deal with, from recruiting and hiring to discipline and termination, compensation and benefits to training and employee relations. Accessible and concise, this on-the-job companion offers expert guidance on all types of "people" issues, enabling managers and human resources professionals to: \* Save time, money, and trouble \* Increase employee productivity, satisfaction, and retention \* Attract and hire the best candidates while avoiding the inferior ones\* \* Handle tough issues like sexual harassment, Internet and e-mail usage, performance problems, and more -- fairly, sensitively, and legally. 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. An appendix of tools, templates, and lists of additional resources completes this excellent and valuable guide."