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This second edition of the Handbook of Employee Selection has been revised and updated throughout to reflect current thinking on the state of science and practice in employee selection. In this volume, a diverse group of recognized scholars inside and outside the United States balance theory, research, and practice, often taking a global perspective. Divided into eight parts, chapters cover issues associated with measurement, such as validity and reliability, as well as practical concerns around the development of appropriate selection procedures and implementation of selection programs. Several chapters discuss the measurement of various constructs commonly used as predictors, and other chapters confront criterion measures that are used in test validation. Additional sections include chapters that focus on ethical and legal concerns and testing for certain types of jobs (e.g., blue collar jobs). The second edition features a new section on technology and employee selection. The Handbook of Employee Selection, Second Edition provides an indispensable reference for scholars, researchers, graduate students, and professionals in industrial and organizational psychology, human resource management, and related fields. will update Drafting an Employee Handbook is a user-friendly and practical guide to creating an employee handbook that will help prevent and defend against workplace disputes. Most businesses adopt a reactive approach to addressing

employment policies, only worrying about them after an issue arises or someone complains. However, a well-written handbook can be a forceful shield against potential grievances and costly litigation. Moreover, it can improve employee morale, increase productivity, and forestall complaints. Drafting an Employee Handbook is a must-have for human resources professionals, in-house legal counsel, compliance officers, supervisors, or any employer who wants to learn how to create better business practices, minimize workplace disruption, and improve employer/employee relations. Written by an experienced labor and employment attorney, this easy-to-follow guide explains the advantages of having an employee handbook and the risks of not having one. You will learn how to draft new policies, update existing ones, and watch for legal compliance. Complete with sample policies and forms, this book will instruct you on how to create and enforce an employee handbook that fits your needs. This concise yet comprehensive reference helps employers responsibly and effectively deal with the basic personnel issues they face each day. It guides employers in the development of a cohesive personnel program that is tailored to meet their companies' unique needs and goals. The author explicates potentially confusing matters such as employment-at-will, equal opportunity, sexual harassment, the disabled and immigrant and legal alien workers in lay terms and points out the dangers of oversight. Stressing the importance of consistency and documentation, he addresses the full range of personnel issues. An invaluable resource for any business that doesn't have a personnel expert on staff. CD contains sample employee handbooks, federal regulations and laws, forms for complying with government programs and worksheets for assessing personnel needs and goals. What all great companies have in common is a well-defined set of rules recorded in an easily accessible employee handbook. The Small-Business Guide to Creating Your Employee Handbook provides you with all the information you need to create an understandable set of rules and regulations for your employees to follow. New and current employees will appreciate the information you set out in your employee handbook. It not only provides your employees with company policies but also provides protection against unfair treatment, discrimination, and legal claims. Your handbook will be a valuable communication tool for both your business and your employees. This step-by-step guide will help you define professional conduct, establish health and safety requirements, describe group and other benefits, and construct social media policies. It also provides information on how to make a nondisclosure agreement so employees cannot give information about your company to your competitors, while they are employed by you or after they leave. The CD included with this book contains easy-to-use forms to help you as you prepare your small business's very own employee handbook. The Employer's Handbook has established itself as a source of reliable, unambiguous guidance for all small- to medium-sized employers, clearly identifying the legal essentials and best-practice guidelines for effective people management. The book is a comprehensive source of hands-on advice on the increasingly complex legal framework now governing UK employment law, including guidelines on age discrimination legislation and the latest employment tribunal procedures. Coverage includes: recruitment, contracts, benefits, performance management, maternity and paternity rights, personnel records and data protection, terminating employment, and ensuring the health, safety and welfare of employees and pension obligations. It also provides access to a unique set of downloadable templates, forms and policy documents for dealing with key employment issues. Every company needs an employee handbook, but not every company has one. Lawyers charge thousands of dollars for a handbook; other "do-it-yourself" products don't offer the updated legal information and careful guidance necessary to do a good job. Create Your Own Employee Handbook bridges the gap, with detailed explanations, information on current state and federal laws, and more than a hundred sample policies you can tailor to your own workplace. Employers use the policies in an employee handbook to protect themselves from lawsuits, such as harassment claims, wrongful termination claims, and discrimination claims. Employee handbooks generally contain a code of conduct for employees that set guidelines around appropriate behavior for the individual workplace. Avoid legal problems and run a productive workplace with an up-to-date employee handbook! Anyone who hires and supervises employees needs clear policies when it comes to crucial issues like pay and overtime, medical leave, and social media. Create Your Own Employee Handbook provides everything business owners, managers, and HR professionals need to create (or update) a legal and plain-English employee handbook. You'll learn all the top tips and practical suggestions for creating a polished and thorough employee handbook that addresses your company's policies on: wages, hours, and tip pools remote work at-will employment discrimination and harassment complaints and investigations health and safety alcohol and drugs, including medical/legal marijuana workplace privacy, and email and social media. This new edition will address how to draft an employee handbook in an environment where employees might be permanently remote or working a hybrid remote schedule. With Downloadable forms: All policies and forms--along with modifications and alternative language you can tailor to your workplace--are available for download details inside. "One of a company's most important communication tools is the employee handbook. But creating or revising one can be an overwhelming job. It must be legally sound, up-to-date, clearly written, and comprehensive. This ready-to-use guidebook, now in its second edition, practically writes the handbook by itself! Human resources professionals will appreciate its: * checklists that guide them every step of the way (and make sure all bases are covered) * step-by-step instructions that make information easy to understand (and help avoid mistakes) * more than 400 sample policy statements, all in use by actual companies and ready to go as-is or to revise as needed * plain-English explanations of federal and state regulations, with practical suggestions for implementation." Ah, retail. It has lured in the best of us with promises of employee discounts (a sham), the "fun" of working with people (not so much), and flexible hours (dont make me laugh). What we got instead: cranky customers, sadistic managers, idiotic coworkers, and, oh yeah, the hell that is doing inventory. But there are ways to lessen the pain, and this retail handbook will show you how. Inside you'll learn how to handle the crazies (both customers and coworkers), feign product knowledge, and make the best of working the register, all the while, of course, pretending you care. This book takes years of retail experience and condenses it into a guide that is as funny as it is useful. If you work in retail now, have done so in the past, or plan to do so in the future: this is the book for you. Create a handbook for employees, spelling out your company's benefits, policies and procedures using this practical legal guide Every company, no matter how big or small, needs to provide workers with an employee handbook. Create Your Own Employee Handbook gives you the information and policies all managers, HR professionals and business owners need to create their own reader-friendly guide, no matter what state you live in. Each chapter covers a different topic, including: . at-will employment . hiring . pay and payroll . workdays and hours . performance evaluations . benefits . discrimination and harassment . complaints and investigations . leave . health and safety . substance abuse . privacy in the workplace . discipline You'll get the lowdown on the legal and practical considerations that apply to each topic in your state, plus sample policies that you can use as-is or tailor to meet your needs. You can even cut and paste the language you need to complete your own handbook instantly. This edition is completely updated to reflect recent changes to federal and state law, and covers emerging workplace issues such as healthcare reform law and social networking policies. Download forms for book at nolo.com Tells how to enforce on-the-job rights, and discusses sexual harassment, discrimination, drug testing, lie-detector tests, union rights, references, and layoffs

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