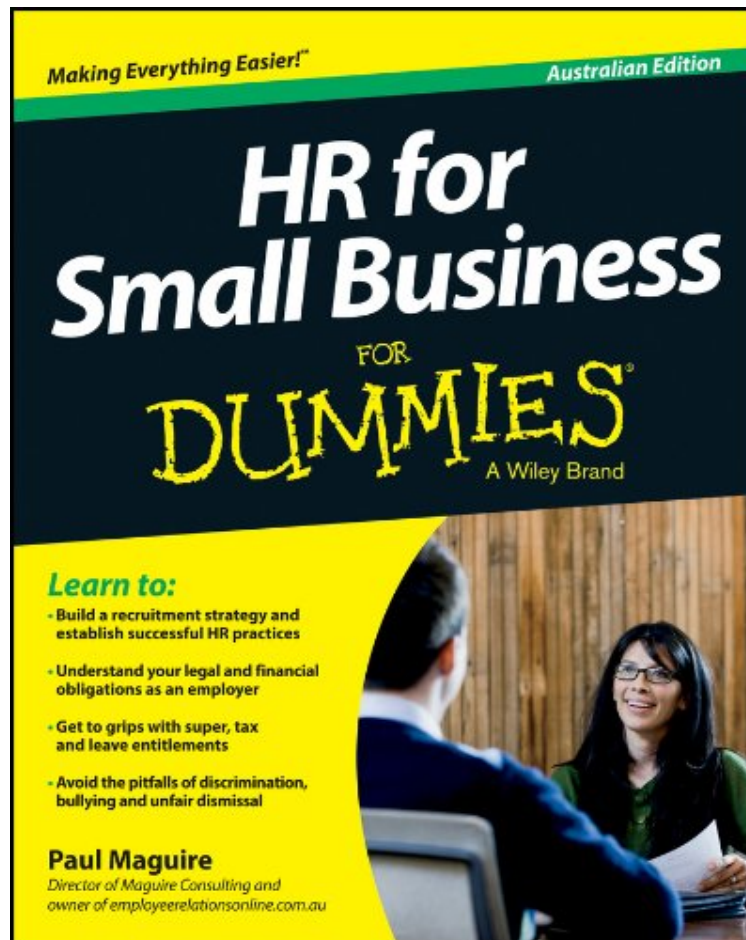


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Paul Maguire

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The Australian small business owner's guide to making human resources easy More than 87 percent of Australian workplaces are small businesses employing fewer than 20 people. These small business owners know their markets, know their customers, and know how to make their small business run. What they may not know is the "people stuff." HR for Small Business For Dummies, Australian Edition, explains the simple ins and outs of human resources for businesses too small to have a dedicated HR staff. When it comes to the daunting task of complying with employment regulations, small businesses are treated no differently than big businesses, so it's imperative for small business owners to understand the regulatory framework that governs every phase of the employee/employer relationship in Australia. Presents practical guidance on every major aspect of human resources for Australian small businesses Covers key topics including recruitment, paperwork, workplace conflict, non-discrimination policies, wages, superannuation,

workers compensation, unfair dismissal, redundancy, and more Includes links to downloadable online resources, including checklists, sample forms, model policies, and guides Ideal for small business owners and entrepreneurs, students of human resources, and independent contractors looking to grow their business When it comes to hiring and managing employees in your small business, failing to understand human resources and employment regulations can cost you a bundle. HR for Small Business For Dummies makes human resources easy;so you can focus on business.

From the Back CoverLearn to: Build a recruitment strategy and establish successful HR practices Understand your legal and financial obligations as an employer Get to grips with super, tax and leave entitlements Avoid the pitfalls of discrimination, bullying and unfair dismissal The practical human resources guide for small businesses When it comes to employment regulations, small businesses are treated no differently to big businesses so it's critical to understand and comply with the rules. HR for Small Business For Dummies, Australian Edition, explains human resources for businesses too small to have dedicated HR staff. From paperwork and non-discrimination policies to super and wages, this book makes HR easy! Work out your recruitment strategy ; understand the key elements involved in successful employment Cover all bases when hiring staff ; explore the employment contract and delve into different types of leave Put your employment relationship to work ; get the lowdown on how to reward good performance and keep pace with rates of pay in the market Manage conflict ; recognise common issues in the workplace and how to resolve them Know your responsibilities as an employer ; learn the ins and outs of workers compensation and other workplace rights Handle the end of the employment relationship ; deal with termination, change and redundancy Open the book and find: How to design and advertise jobs that suit your needs Details of the National Employment Standards Steps for taking new employees through orientation Ways to build a successful employment relationship Tips for running formal exit interviews Advice on being a good manager Links to free downloadable online resources About the AuthorPaul Maguire is director of Maguire Consulting (maguire.com.au) and owner of Employee Relations Online (employeerelationsonline.com.au). Paul founded Maguire Consulting with the aim of providing practical HR advice to small and medium enterprises.