

[Get free] The Everything HR Kit: A Complete Guide to Attracting, Retaining, and Motivating High-Performance Employees

The Everything HR Kit: A Complete Guide to Attracting, Retaining, and Motivating High-Performance Employees

John PUTZIER, David BAKER

*Download PDF | ePub | DOC | audiobook | ebooks



 Download

 Read Online

#1153915 in eBooks 2010-08-11 2010-08-11 File Name: B00O3A8IN4 | File size: 72.Mb

John PUTZIER, David BAKER : The Everything HR Kit: A Complete Guide to Attracting, Retaining, and Motivating High-Performance Employees before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Everything HR Kit: A Complete Guide to Attracting, Retaining, and Motivating High-Performance Employees:

1 of 1 people found the following review helpful. Excellent book for a small business or a person seeking employment! By Debra L. Cribbs This book is useful for anyone who runs a small business or is searching for a job. The hints it gives an interviewer can be used by a job seeker to prepare for the "tough" questions. This book isn't a substitute for legal advice but it doesn't try to be. It does include a disk with forms to get the small business owner started. Simply put: this book highlights what it takes to locate, attract and keep highly skilled employees. The

converse is that job seekers can see what employers are looking for in top and key employees. It's an easy read and was well worth the price of the book! Excellent! 3 of 3 people found the following review helpful. Every HR person should hand this book out to employees! By RoseMary Griffith The Everything HR Kit is an easy to use reference guide that HR managers everywhere should make required reading for everyone in a leadership role at their company, from CEOs to Line Supervisors. It contains information to keep your company legally in compliance and information to help your management team develop their employees. The CD contains 130 forms and tools that are easy to load, customize and use. Great deal for the price. 0 of 0 people found the following review helpful. Three Stars By Customer Not as helpful as I had hoped. More theory than hands on. Little wordy.

With The Everything HR Kit, whether you are a newcomer or a veteran, you can set up a stellar HR department from scratch. Packed with ready-to-go checklists, sample brochures, job descriptions, customizable forms, interview questions, performance review templates, and more, this one-stop book puts tons of best practices at your fingertips; all instantly accessible and easy to implement. The book gets right to the heart of HR, and the heart of any successful business; your people. It avoids the theory, jargon, and over-analysis to bring you the core strategies and essential knowledge you need to bring quality people on board, for good, such as reputation, recruitment, selection, on-boarding, employee relations, and performance management. Yours; I'll learn how to:

- Create a powerful recruitment brochure that lures great people
- Set up "bird dog" bonuses to make everyone in your circle of influence a recruiter all the time
- Ask probing questions that pinpoint a candidate's communication style, problem-solving style, stress behaviors, and coaching style
- Steer clear of illegal or problematic interview questions, and adhere to crucial labor laws
- Match the right people to the right jobs using proven instruments like the Role Behavior Analysis combined with the Personal Profile System
- Design a benefits package that works best for your organization and its people
- Prepare an "out-of-the-box" employee handbook that instills values and makes a great first impression; plus much more

"The book is well organized and flows easily as the concepts of each chapter are introduced. The reader is able to go directly to the content about which he or she needs additional information, resources, or another point of view." -- AORN Journal From the Back Cover With The Everything HR Kit, whether you are a newcomer or a veteran, you can set up a stellar HR department from scratch. Packed with ready-to-go checklists, sample brochures, job descriptions, customizable forms, interview questions, performance review templates, and more, this one-stop book/ CD combo puts tons of best practices at your fingertips; all instantly accessible and easy to implement. The book gets right to the heart of HR, and the heart of any successful business; your people. It avoids the theory, jargon, and over-analysis to bring you the core strategies and essential knowledge you need to bring quality people on board, for good, such as reputation, recruitment, selection, on-boarding, employee relations, and performance management. Yours; I'll learn how to:

- Create a powerful recruitment brochure that lures great people
- Set up "bird dog" bonuses to make everyone in your circle of influence a recruiter all the time
- Ask probing questions that pinpoint a candidate's communication style, problem-solving style, stress behaviors, and coaching style
- Steer clear of illegal or problematic interview questions, and adhere to crucial labor laws
- Match the right people to the right jobs using proven instruments like the Role Behavior Analysis combined with the Personal Profile System
- Design a benefits package that works best for your organization and its people
- Prepare an "out-of-the-box" employee handbook that instills values and makes a great first impression; plus much more

 John Putzier, M.S., SPHR, is president of FirStep, Inc., a consulting firm that specializes in workplace performance, as well as a prolific and popular international speaker and author of the bestselling Get Weird! He is a noted expert on current and emerging workplace issues and trends and a regular media source, appearing on CNN, NPR, and ABC News, and in the Wall Street Journal, USA Today, and other publications. David Baker, M.A., SPHR, is managing director and CEO of Human Capital Advisors, LLC, an HR consulting firm that specializes in turnkey HR solutions. He has served as human capital partner for one of the largest venture capital firms in the country and created the HR function in five national firms over the past 20 years. His "Hidden Secrets to Job Search Mastery" workshop has been delivered to more than 3,000 people. About the Author JOHN PUTZIER (Prospect, PA) is president of FirStep, Inc., a consulting firm that specializes in workplace performance. A prolific and popular speaker, he is the author of Get Weird! (978-0-8144-7114-2) and Weirdos in the Workplace. DAVID BAKER (Sewickley, PA) is President as CEO of Human Capital Advisors, LLC, an HR consulting firm that specializes in turnkey HR solutions.