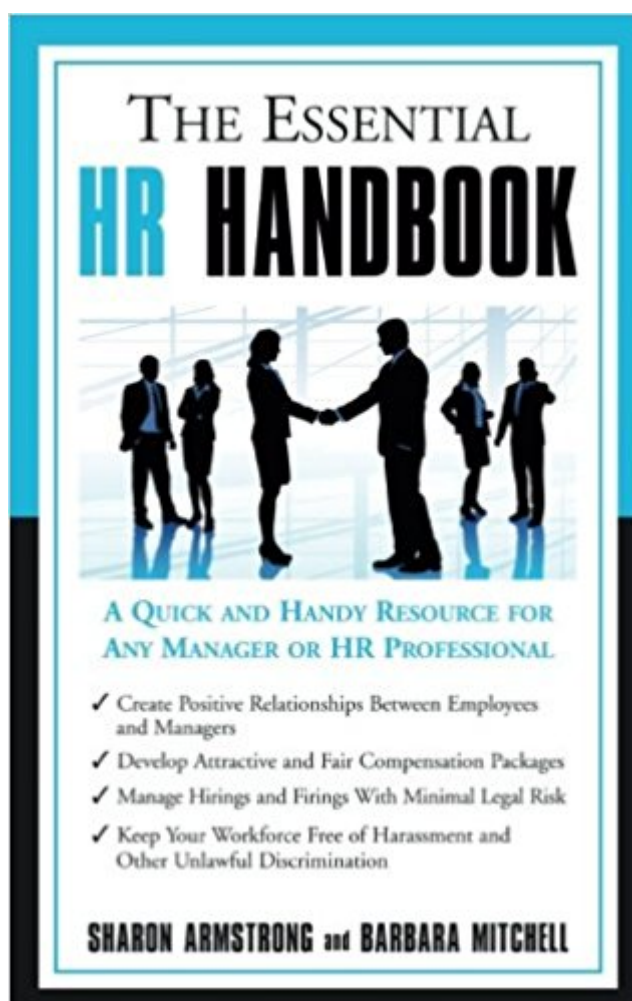


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# The Essential HR Handbook: A Quick And Handy Resource For Any Manager Or HR Professional



## Synopsis

Whether you are a newly promoted manager, a seasoned business owner, or a human resources professional, knowing the ins and outs of dealing with Hr issues is critical to your success. The Essential Hr Handbook is a quick-reference guide that sheds light on the issues that keep managers up at night. It is filled with information, tools, tips, checklists, and road maps to guide managers and Hr professionals through the maze of people and legal issues, from recruiting and retaining the best employees to terminating poor performers. With this book, You'll learn how to effectively and efficiently: **"\* Individually manage each employee, starting on his or her first day. \*** **Manage a multi-generational workforce. \*** **Appraise job performance. \*** **Coach and counsel. \*** **Provide equitable pay, benefits, and total rewards strategies. \*** **Identify legal pitfalls and stay out of court.** The Essential Hr Handbook is the one Hr guide every manager needs on his or her desk! Sharon Armstrong began her career in human resources in 1985 as a recruiter/trainer in a large Manhattan law firm. Since launching her own consulting business in 1998, she has provided training and completed Hr projects for a wide variety of clients. She is the author of Stress-free Performance Appraisals. Barbara Mitchell, a human resources professional and co-owner of The Millennium Group International, Llc, is a frequent speaker on Hr topics. Much of her business career was spent in leadership positions with Marriott International. Both authors live in the Washington, D.C. area

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## Customer Reviews

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and completed HR projects for a wide variety of clients. She is the author of Stress-free Performance Appraisals. Barbara Mitchell, a human resources professional and co-owner of The Millennium Group International, LLC, is a frequent speaker on HR topics. Much of her business career was spent in leadership positions with Marriott International. Both authors live in the Washington, D.C. area.

Needed a Refresher into Human Resources. Decided this was the book. Easy to read chapters for quick preview and enough content to not be overwhelmed. Great book to pick up and read about Human Resource Policies. Don't expect serious law-based information as that would be more textbook oriented.

Good book for beginners.

It is a good book for managers who are getting their feet wet. Very broad data points but it is a good refresher for managers to remind them of their roles. If you want the how to version for HR this is not it.

It is a quick reference for the little details you may have forgotten from school. This book is fantastic because it is easy to find what I need when I need it! It is outlined in an easy to follow and find format and has examples that can be modified and applied to almost any company and/or situation.

This book has helped me throughout my management career. It makes the nuances of HR and general management clear and will help you be a more productive manager.

I ordered this book for school and liked it so much I brought it to the office for others to pick up, great for all management positions to learn a little something about HR.

Purchased as supplement reading upon completing my masters in IO psychology -- very easy read. Puts things pretty simply without boring you.

All inclusive HR Handbook. This is a must for any HR Professional. It's easy to read and comprehensive. Overall, great buy.

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