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HR Kit Vol.1 (Paperback)

By Lsom

Createspace, United States, 2012. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.HR KIT-INTRODUCTION The HR KIT has been written as a compendium for practicing Human Resource and aspiring Human Resource Practitioners. The precursor to the HR Kit was presented in 1980 as A Practical Approach to Personnel Management which ran into several editions over the years, through the end of the last century. The HR Kit is not a new edition of the said book but combines the most important aspects from that book with several other books written by this author. These include, inter alia: Manpower Planning in the 21st Century Job Interviewing - a guide for all Managers Interviewing Skills, Questionnaires and Checklists Training Needs Analysis Training Evaluation and Validation Ability and Aptitude Tests Job Analysis, Performance Appraisals and Salary Administration Management by Objectives - a results oriented approach All the contents have been re-formatted to meet the needs of the changing times. The HR Kit is presented in two volumes. This is Volume I and it covers the following subjects: Manpower Planning Interviewing: the Recruitment Process Employee Records Organization Policies Regulations Compensation and Benefits Training Development...



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