



The Job Description Handbook (Paperback)

By Margie Mader-clark

NOLO, United States, 2013. Paperback. Book Condition: New. 3rd. 226 x 175 mm. Language: English . Brand New Book. Everything you need to define the job, step by step Every job has a description -- and if you craft it carefully, you can use a job description for effective hiring, new employee orientation, evaluating performances, discipline and plan for future growth. But if it s poorly written (or not written at all), your company can face all sorts of problems, from low employee morale to legal troubles.To meet your company s changing needs, The Job Description Handbook, an all-in-one resource, can help you create HR documents that provide the details of every job s duties, requirements, qualifications -- and much more.This book, written in Nolo s signature plain-English style, will help you:. create a good job description. hire qualified employees. evaluate an employee s job performance. plan for your company s future needs. avoid legal traps. troubleshoot a descriptionThe book also provides checklists, worksheets, resources, sample language and step-by-step instructions that you can use to create job descriptions that will work in the real world.--Download forms for book at.



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