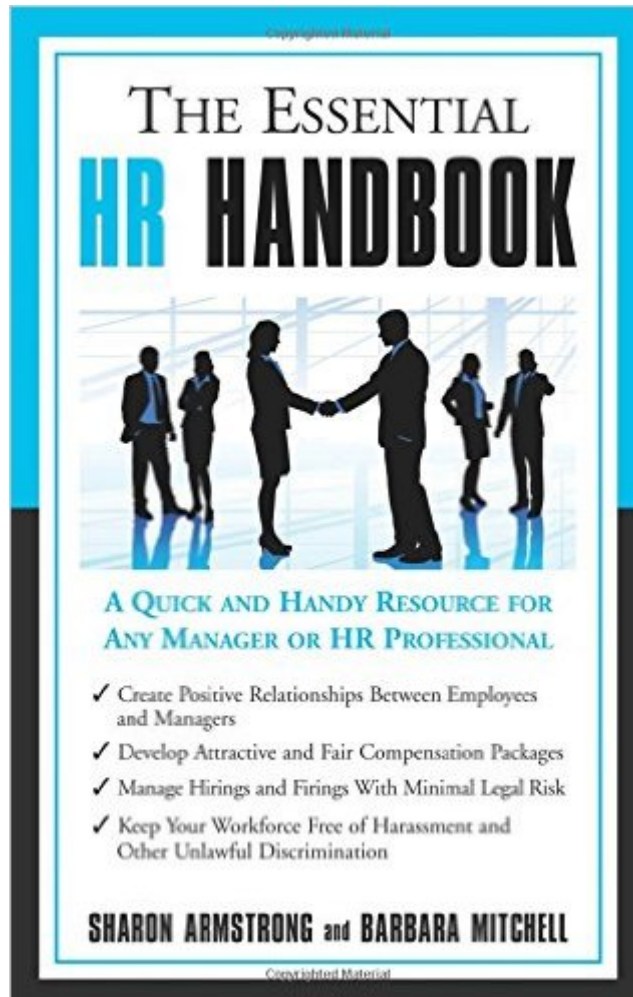


The book was found

# 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

## Book Information

Paperback: 224 pages

Publisher: Career Press (August 1, 2008)

Language: English

ISBN-10: 1564149900

ISBN-13: 978-1564149909

Product Dimensions: 5.2 x 8.2 inches

Shipping Weight: 10.4 ounces (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars [See all reviews](#) (89 customer reviews)

Best Sellers Rank: #10,337 in Books (See Top 100 in Books) #15 in [Books > Business & Money > Management & Leadership > Strategy & Competition](#) #26 in [Books > Business & Money > Human Resources > Human Resources & Personnel Management](#)

## Customer Reviews

I received this book from the publisher at request to review the book. As an HR professional with more than 10 years of experience in the industry I was looking forward to reading it. I was left a little

disappointed. I think on the surface this a good book with some good resources for the entry level HR professional and manager who is really looking to learn about how to write a proper performance review. Most (managers) aren't willing to give the time which is very sad because the review process is a great way to build on communication and provide your employees with clear directives and understanding about what really is expected. I felt like some of the suggested dialogue wasn't as realistic as it could have been. This is one place where I think the book could have took this a little further offering a CD or online resources like podcasts that provide the managers with some role playing scenarios where they could hear the proper way to talk to their team before, during, and after a performance evaluation. This makes the discussion more realistic and offers a way to practice before the performance review through hearing and not just seeing. This book has 69 pages of forms which seems to be a large percentage of the book. I thought that it was a good resource but would have liked to see the book to provide in the CD or on the website a place to download the templates either for free or for further purchase. Websites like SHRM offer free toolkits and it would be nice for a book like this if some of these forms were included so the human resource managers don't have to recreate the wheel every time.

[Download to continue reading...](#)

The Essential Workplace Conflict Handbook: A Quick and Handy Resource for Any Manager, Team Leader, HR Professional, Or Anyone Who Wants to Resolve Disputes and Increase Productivity  
The Essential HR Handbook: A Quick and Handy Resource for Any Manager or HR Professional  
Ukulele Chord Dictionary: Handy Guide (Alfred Handy Guide) Handy Pocket Guide to Tropical Coral Reef Fishes (Handy Pocket Guides) Project Management: A Quick Start Beginner's Guide For The Serious Project Manager To Managing Any Project Easily Project Management: A Quick Start Beginners Guide For The Serious Project Manager To Managing Any Project Easily! The Nurse Manager's Guide to Budgeting and Finance (The Nurse Manager's Guides) Handy Dandy List of Everything Worth Knowing About Minecraft - Mobs, Combat Tips, Maps, Facts & Much More!: The Ultimate Minecraft Handbook Guide Book for Kids and Children (Unofficial) The New One Minute Manager (The One Minute Manager-updated) The Product Manager's Survival Guide: Everything You Need to Know to Succeed as a Product Manager The Whole Library Handbook 5: Current Data, Professional Advice, and Curiosa (Whole Library Handbook: Current Data, Professional Advice, & Curios) ACSM's Resource Manual for Guidelines for Exercise Testing and Prescription (Ascms Resource Manual for Guidlies for Exercise Testing and Prescription) Park and Recreation Professional's Handbook With Online Resource, The Microsoft Windows NT Server 4.0 Resource Kit Supplement 4 (It-Resource Kit) The One Page Project Manager for IT Projects: Communicate

and Manage Any Project With A Single Sheet of Paper 101 Magic Tricks: Any Time. Any Place. -  
Step by step instructions to engage, challenge, and entertain At Home, In the Street, At School, In  
the Office, At a Party Any 3: Anyone, Anywhere, Any Time: Lead Muslims To Christ Now! Drug  
Information Handbook: A Clinically Relevant Resource for All Healthcare Professionals (Drug  
Information Handbook (Domestic Ed)) 2013 ICD-9-CM for Hospitals, Volumes 1, 2, and 3  
Professional Edition (Spiral bound), 2013 HCPCS Level II Professional Edition and 2013 CPT  
Professional Edition Package, 1e 2016 ICD-10-CM Physician Professional Edition (Spiral bound),  
2015 HCPCS Professional Edition and AMA 2015 CPT Professional Edition Package, 1e

[Dmca](#)