

人力资源管理



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著者:(美)德斯勒

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内容提要

这是一部介绍美国人力资源管理的理论与方法的教材。该书包括绪论共五部分十八章。绪论包括两章，主要介绍人力资源管理的战略作用以及有关美国法律。正文第一部分（共四章）介绍招聘的整个过程包括工作分析、录用计划、招聘测试和筛选、面试等主要环节。第二部分（共五章）详述职员的培训和发展。包括入门培训、管理人才的培养、质量和生产效率的提高、表扬和个人事业发展等内容。第三部分（共三章）主要谈报酬，包括建立报酬制度、按劳付酬和经济激励、福利和服务等内容。第四部分则涉及劳动关系和保障问题，包括集体谈判、确保公平待遇、雇员安全和健康保障、以及跨国企业的人力资源管理等问题。

全书内容丰富、图文并茂，每章都有微型案例和相关练习，并将练习内容搬到了国际互联网上，使本书显得更具时代特色。由于本书具有非常强的实务性，因此不仅适合作为大学教材，也适宜于企业人事经理参考使用。

作者介绍：

目录: Chapter 1:

Andy Levin/Photo Researchers, Inc.
Ted Horowitz/Stock Market
Charles Guptorn/Stock Market
Jose L. Pelaez/Stock Market
Seth Resnick/Gamma-Liaison, Inc.
Michael Newman/PhotoEdit
Chapter 2
Howell-Liaison/Gamma Liaison, Inc.
Mugshots/Stock Market
Stacy Pick/Stock Boston
Chapter 3
M. Douglas/The Image Works
IBM
Chapter 4
Bob Daemmrich/Stock Boston
B. Daemmrich/The Image Works
Bob Daemmrich/Stock Boston
Chapter 5
Bob Daemmrich/Stock Boston
John Coletti/Stock Boston
W.B. Spunbarg/Picture Cube, Inc.
Chapter 6
Jim Pickerell/Stock Boston
Jose L. Peleaz/Stock Market
Dayna Cooper/Toyota
Chapter 7
Miro Vintoniv/Stock Boston
L. Skoogfors/Woodfin Camp & Associates
NASA/The Image Works
Chapter 8
Harvard Business School
Bob Gomel/Stock Market
Chapter 9
William Taufic/Stock Market
Gabe Palmer/Kane/Stock Market
Chapter 10
PBJ Pictures/Gamma-Liaison, Inc.
Richard Pasley/Stock Boston
Edward L. Miller/Stock Boston
Chapter 11
Jon Feingersh/Stock Market
Jim Bourg/Gamma-Liaison, Inc.
Randy Taylor/Sigma

Chapter 12

J.D. Sloan/Picture Cube, Inc.

Sam Sargent/Gamma-Liaison, Inc.

Ken Straitor/Stock Market

Chapter 13

Stan Godlewski/Gamma-Liaison, Inc.

E.I. Du Pont De Nemours & Co., Inc.

Thomas Craig/Picture Cube, Inc.

Chapter 14

Stephen Frisch/Stock Boston

Bob Daemmrich/The Image Works

Arnold Zann/Black Star

Chapter 15

Charles Gupton/Stock Boston

David H. Wells/The Image Works

John Bazemore/AP/Wide World Photos

Chapter 16

Ferguson and Katzman Photography, Inc.

David Sams/Stock Boston

Toyota

Chapter 17

Joe Carini/The Image Works

Frank Fisher/Gamma-Liaison, Inc.

Phil Savoie/Picture Cube, Inc.

Chapter 18

Owen Frankern/Stock Boston

Will & Deni McIntyre/photo Researchers, Inc.

Dave Bartruff/Stock Boston

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