

Human Resources Administration



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出版者:Prentice Hall

出版时间:2002-7

装帧:HRD

isbn:9780130423252

For graduate-level courses in human resource administration. Representing a major revision of this comprehensive text, the fourth edition expands the authors' premise that the responsibility for successful human resources administration is one that is shared between central HR personnel and local principals. Coverage addresses the primary HR processes of planning, recruitment, selection, induction, development, negotiation, compensation, and organizational climate, with special attention paid in this edition to the contribution effective HR administration can make to improving student achievement. Numerous instructional activities bolster text material that examines research relevant to each topic as it happens today and forecasts competencies that will be required of the HR professional tomorrow.

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