

The Job Description Handbook



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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 hiring, new employee orientation, evaluating performance and more. 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. The Job Description Handbook is an all-in-one resource you can use to 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 and troubleshoot a description. The 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. Plus, the included CD-ROM also provides a PowerPoint presentation you can use to train managers on how to write job descriptions.

作者介绍:

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