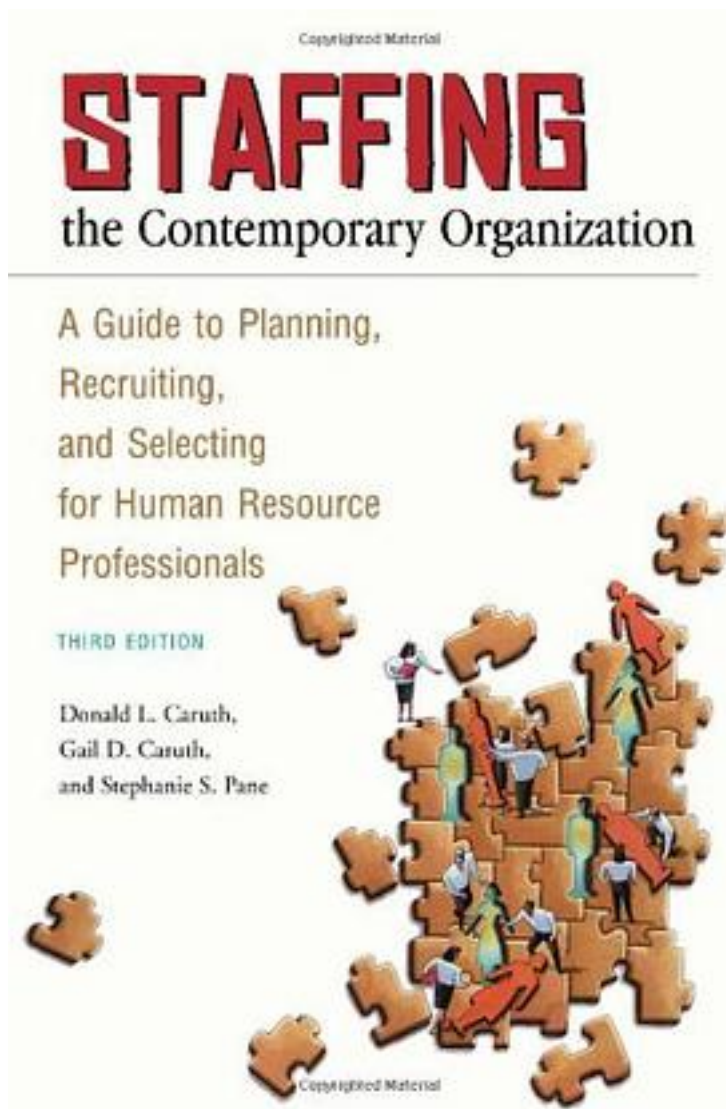


# Staffing the Contemporary Organization



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This is a useful guide to effectively recruit and keep productive, motivated, and loyal employees. Few business functions are more important than putting people where they can do the most good. Get it right, and the business soars. Get it wrong, and the business pays dearly in reduced sales, profits, and productivity. This book provides a comprehensive treatment of staffing procedures, policies, techniques, and problems. It includes a number of human resources topics not usually covered in one volume - HR planning, legal aspects of staffing, recruiting, selecting, performance appraisal, career development, and many others - in an integrated system. The method presented is a proven, useful tool that managers and HR people can use to build stronger, more resilient organizations. This thoroughly revised edition provides a comprehensive treatment of staffing procedures, policies, techniques, and problems. It covers areas newly developed since the last edition, like recruiting via the Internet and new court decisions that clarify the scope and application of antidiscrimination laws in the workplace. Among other topics, it covers the following areas in detail: employment law; job analysis; recruiting and interviewing; selecting and selection tests; appraisals and employee development; administration such as handling promotions, demotions, layoffs, terminations, etc; career planning; and measuring the effectiveness of the HR function. Staffing the authors contend, must encompass the entire range of activities associated with planning for, obtaining utilizing, and developing human resources. Suitable for business students as well as professionals, this is the first book to present a 'systems view' of the staffing function - a view necessary to maximize the contribution of any company's most important asset: its people.

作者介绍:

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