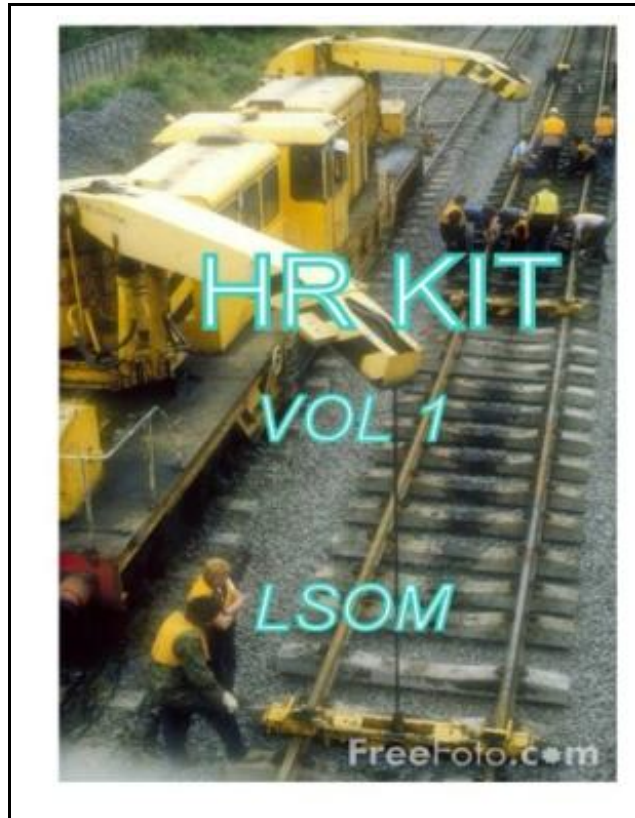


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Createspace, United States, 2012. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.HR KIT-INTRODUCTION The HR KIT has been written as a compendium for practicing Human Resource and aspiring Human Resource Practitioners. The precursor to the HR Kit was presented in 1980 as A Practical Approach to Personnel Management which ran into several editions over the years, through the end of the last century. The HR Kit is not a new edition of the said book but combines the most important aspects from that book with several other books written by this author. These include, inter alia: Manpower Planning in the 21st Century Job Interviewing - a guide for all Managers Interviewing Skills, Questionnaires and Checklists Training Needs Analysis Training Evaluation and Validation Ability and Aptitude Tests Job Analysis, Performance Appraisals and Salary Administration Management by Objectives - a results oriented approach All the contents have been re-formatted to meet the needs of the changing times. The HR Kit is presented in two volumes. This is Volume I and it covers the following subjects: Manpower Planning Interviewing; the Recruitment Process Employee Records Organization Policies Regulations Compensation and Benefits Training Development The HR Kit Vol. I blends theory and practice to enable HR professionals to establish or improve systems in their departments. Checklists, questionnaires and templates have been liberally provided. The Human Resource Practitioner can either use the templates in the current format or improvise them. I hope to release Vol. II of the HR Kit in the near future. LSOM.



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