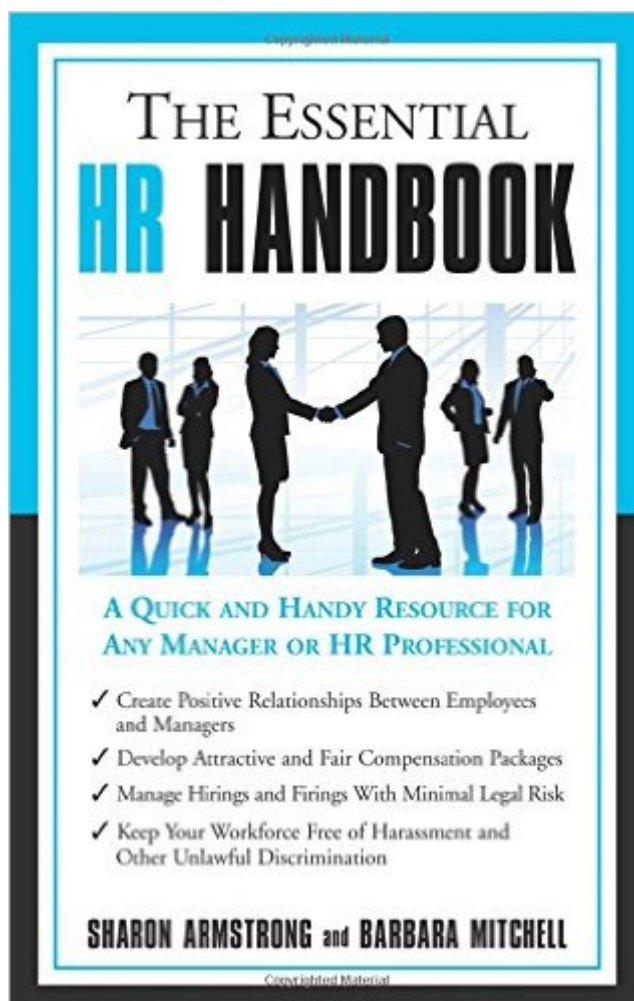


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# The Essential HR Handbook: A Quick And Handy Resource For Any Manager Or HR Professional



## Synopsis

Whether you are a newly promoted manager, a seasoned business owner, or a human resources professional, knowing the ins and outs of dealing with Hr issues is critical to your success. The Essential Hr Handbook is a quick-reference guide that sheds light on the issues that keep managers up at night. It is filled with information, tools, tips, checklists, and road maps to guide managers and Hr professionals through the maze of people and legal issues, from recruiting and retaining the best employees to terminating poor performers. With this book, You'll learn how to effectively and efficiently:

- "\* Individually manage each employee, starting on his or her first day.
- "\* Manage a multi-generational workforce.
- "\* Appraise job performance.
- "\* Coach and counsel.
- "\* Provide equitable pay, benefits, and total rewards strategies.
- "\* Identify legal pitfalls and stay out of court.

The Essential Hr Handbook is the one Hr guide every manager needs on his or her desk! Sharon Armstrong began her career in human resources in 1985 as a recruiter/trainer in a large Manhattan law firm. Since launching her own consulting business in 1998, she has provided training and completed Hr projects for a wide variety of clients. She is the author of Stress-free Performance Appraisals. Barbara Mitchell, a human resources professional and co-owner of The Millennium Group International, Llc, is a frequent speaker on Hr topics. Much of her business career was spent in leadership positions with Marriott International. Both authors live in the Washington, D.C. area

## Book Information

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## Customer Reviews

I received this book from the publisher at request to review the book. As an HR professional with more than 10 years of experience in the industry I was looking forward to reading it. I was left a little

disappointed. I think on the surface this a good book with some good resources for the entry level HR professional and manager who is really looking to learn about how to write a proper performance review. Most (managers) aren't willing to give the time which is very sad because the review process is a great way to build on communication and provide your employees with clear directives and understanding about what really is expected. I felt like some of the suggested dialogue wasn't as realistic as it could have been. This is one place where I think the book could have took this a little further offering a CD or online resources like podcasts that provide the managers with some role playing scenarios where they could hear the proper way to talk to their team before, during, and after a performance evaluation. This makes the discussion more realistic and offers a way to practice before the performance review through hearing and not just seeing. This book has 69 pages of forms which seems to be a large percentage of the book. I thought that it was a good resource but would have liked to see the book to provide in the CD or on the website a place to download the templates either for free or for further purchase. Websites like SHRM offer free toolkits and it would be nice for a book like this if some of these forms were included so the human resource managers don't have to recreate the wheel every time.

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