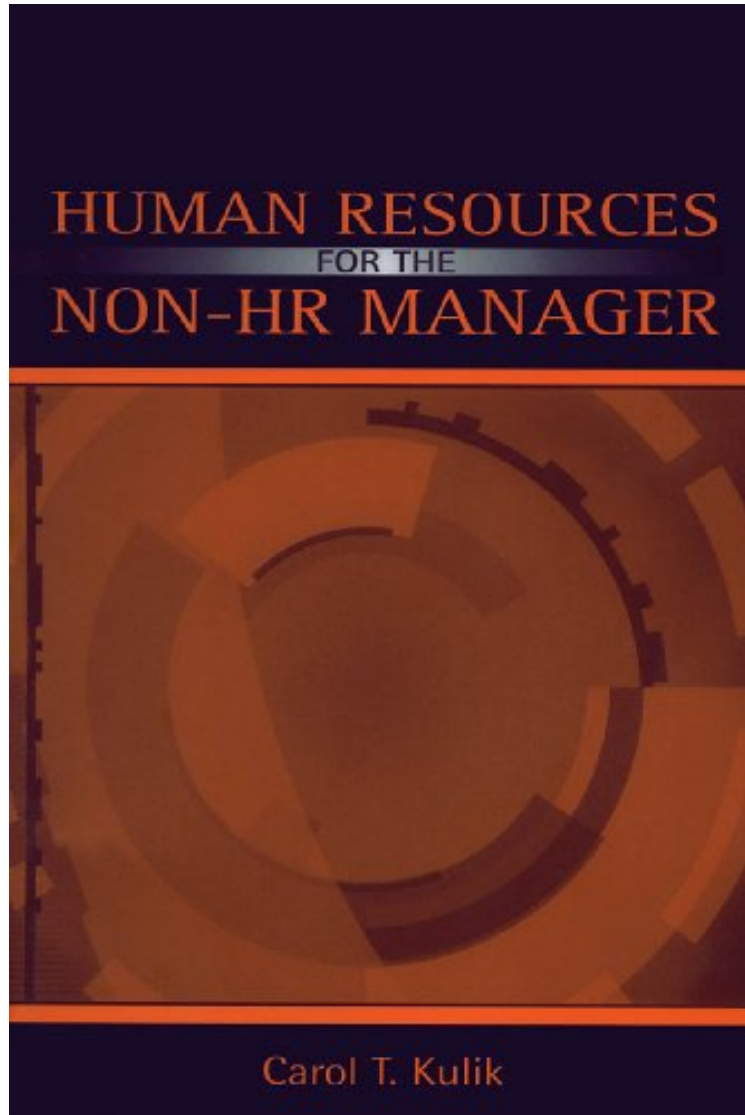


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Human Resources for the Non-HR Manager

Carol T. Kulik, Carol T Kulik, Elissa Perry
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Carol T. Kulik, Carol T Kulik, Elissa Perry : Human Resources for the Non-HR Manager before purchasing it in order to gage whether or not it would be worth my time, and all praised Human Resources for the Non-HR Manager:

4 of 4 people found the following review helpful. Good introduction to HRBy a readerThis is a great book for people with no HR background. It covers a lot of ground in an engaging way. The book is organized in small chapters. Each chapter deals with one aspect of the employment cycle, from hiring to firing. The book covers legal aspects of employment (Civil Right Act, American with Disabilities Act, etc.) and practical aspects of human resource management (how to interview, how to setup a compensation system, etc.). There are regular 'manager knots' which

present practical problems (and solutions). The chapters end with pointers to further reading. I was tempted to give this book 5 stars. However I have some minor concerns with it. The book is only an introduction. There are topics that are not dealt with or only to a limited extent. To give some examples: the Labor Fair Standards Act is not mentioned and exit interviews are not considered. I would have liked to see those topics covered. Overall this is a great introduction to HR issues for people new to human resources. 0 of 0 people found the following review helpful. Delivers! By AddersK Delivers on what the title promises. Explains human resources to those of us who are not in human resources. The length is just right. 0 of 0 people found the following review helpful. College text book turned great read and resource..... By J. Koehler This was a requirement in one of my MBA course and while I was irritated that this was book of four required for the course, I have found that it was a good read, easy to comprehend, and ended up being a keeper. It has some good information for daily issues found in management or management-like roles.

Human Resources for the Non-HR Manager appeals to anyone interested in management issues. The book explains why human resource issues are increasing the responsibilities of front-line managers rather than the HR department. Chapters present the basics of HR including the fundamentals of hiring, performance appraisal, reward systems, and disciplinary systems, so that any manager--regardless of his or her background or functional area--can approach these parts of the job with confidence. The book also covers the latest developments in equal opportunity law and describes the manager's responsibilities in controlling sexual harassment and managing diverse employees, including older workers and employees with disabilities. Each chapter's material is firmly grounded in the current HR academic literature, but the book's friendly, conversational tone conveys basic principles of good practice without technical jargon. Designed to make the material more accessible and personally relevant, the book includes the following special features: *Manager's Checkpoints--a series of questions that help the reader apply the material to his or her own organizational context; *Boxes that describe real-life examples of how companies respond to HR challenges; *For Further Reading--references to articles published in outlets that bridge the academic-practitioner divide; *Manager's Knots--presented in a question-and-answer format, these describe typical managerial problems, take the reader into some of the gray, ambiguous areas of HR, and suggest ways to apply the chapter material to real-life managerial dilemmas.

The book is written in a style that is easily understood and that, in effect, challenges and encourages every manager to perform a human resource audit within his/her organization. Useful to students and practitioners alike. Highly recommended. CHOICE This book should appeal to a wide audience. It is a good foundation for an HR course for non-HR majors, particularly since it is accompanied by an instructor's manual containing overviews, annotated outlines, additional supplemental material, and suggested activities.... will be useful to degreed managers or executives who lack exposure to HR issues.... individuals without a college degree who may worked their way into the management ranks can benefit from this book. Human Resource Management