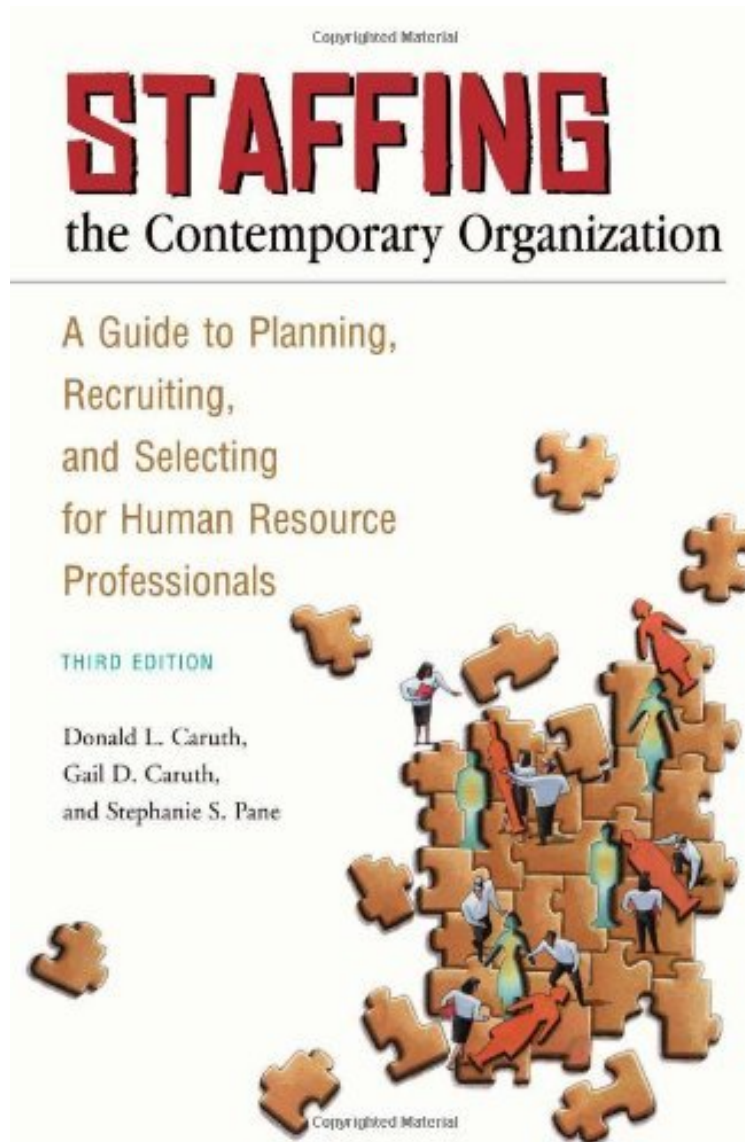



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Staffing the Contemporary Organization: A Guide to Planning, Recruiting, and Selecting for Human Resource Professionals Third Edition

Donald L. Caruth, Gail D. Caruth, Stephanie S. Pane
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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. Staffing the Contemporary Organization 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 employ 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: Handling promotions, demotions, layoffs, terminations, etc. -Career planning -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.

"For human resources professionals and business students, this guide explains staffing procedures, policies, and problems in all types of organizations. Taking a practical approach, Caruth (management, Texas AM/Commerce) et al. discuss human resources planning, legal aspects, recruiting, selecting, performance appraisal, career development, job analysis, and other topics. This edition covers subjects such as internet recruiting; court decisions and laws relating to affirmative action, antidiscrimination laws, reference-checking, and minimum wage; the use of temporary workers and contractors; technology; outsourcing of personnel functions; and the impact of the current economic crisis." - Reference Research Book News
About the Author Donald L. Caruth is Professor of Management at Texas AM/Commerce. He spent thirty years in the private sector as an HR consultant, both with his own company and with Drake Beam Morin, among others. He is the author of numerous books and articles, including *Managing Compensation* (Praeger, 2001). Gail D. Caruth is principal of Human Resource Management Systems, a Texas-based HR consultancy. She is a certified mediator and arbitrator and author or coauthor of more than thirty articles and books, including *Managing Compensation* (Praeger 2001). Stephanie S. Pane is Assistant Professor of Management at Texas AM/Commerce. She received her Ph.D. from Rensselaer Polytechnic Institute in 2006.