



# Human Resources Kit For Dummies

*Max Messmer*

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**Human Resources Kit For Dummies** Max Messmer

**Align HR practices with your objectives and keep your company competitive**

A company's ability to grow and stay on top of customer demand has always depended heavily on the quality of its people. Now, more than ever, businesses recognize that finding (and keeping) a highly skilled and motivated workforce is pivotal to success. Maybe you're a business owner and your company is growing, or you're an employee at a small- to midsize-company and management has asked you to take on some—or all—of their HR functions. Either way, knowing how to set up and implement successful HR practices (not to mention navigating the legal minefields in today's increasingly regulated environment) can be tricky.

*Human Resources Kit For Dummies* is your one-stop resource for learning the nuts and bolts of HR. It gives you forms and templates that you can put to immediate and productive use.

- New information on anti-discrimination legislation; measuring performance; hiring, firing, and retaining employees; and training and development plans
- The latest info on online and social media policies
- Updated forms and contracts, from job application forms and sample employee policies to performance appraisals and benefit plan worksheets

If you're currently working in Human Resources or are responsible for employees in your business, the tools presented here help you maximize the effectiveness of your own HR program.

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