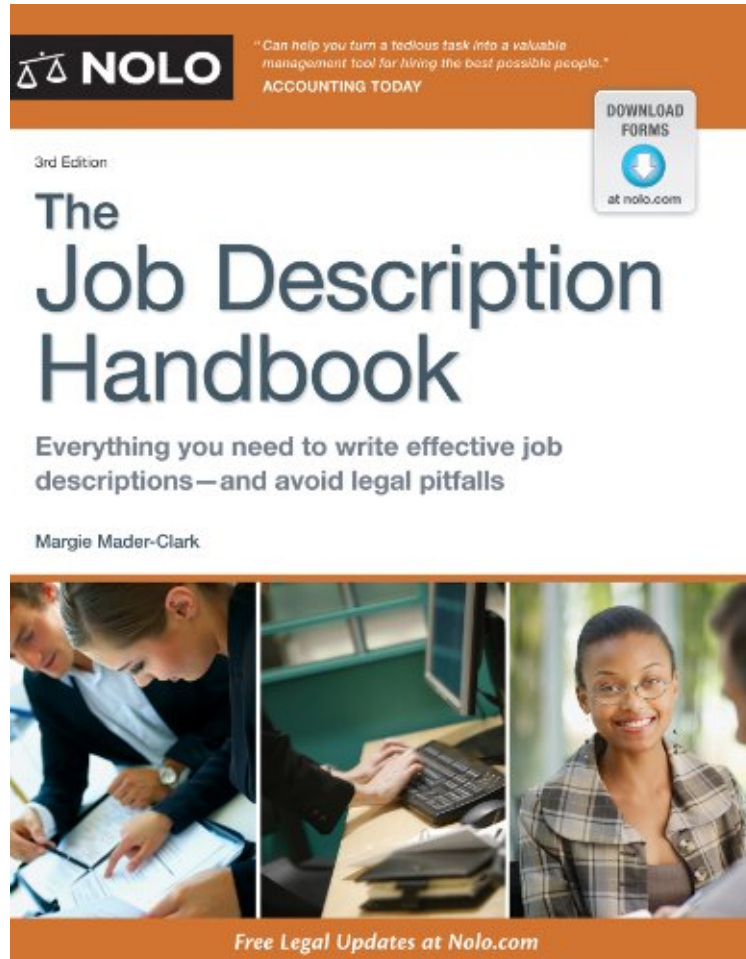


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Job Description Handbook, The

Margie Mader-Clark

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Indrajith This explains the potentials of Job Descriptions well.

Everything you need to define the job, step by step Every job has a description -- and if you craft it carefully, you can use a job description for effective hiring, new employee orientation, evaluating performances, discipline and plan for future growth. But if it's poorly written (or not written at all), your company can face all sorts of problems, from low employee morale to legal troubles. To meet your company's changing needs, *The Job Description Handbook*, an all-in-one resource, can help you create HR documents that provide the details of every job's duties, requirements, qualifications -- and much more. This book, written in Nolo's signature plain-English style, will help you: create a good job description hire qualified employees evaluate an employee's job performance plan for your company's future needs avoid legal traps troubleshoot a description. The book also provides checklists, worksheets, resources, sample language and step-by-step instructions that you can use to create job descriptions that will work in the real world.

"Can help you turn a tedious task into a valuable management tool for hiring the best possible people." *Accounting Today* "Nolo is a pioneer in both consumer and business self-help books and software." *Los Angeles Times* About the Author Mader-Clark has worked at the highest levels of the HR profession for more than 15 years, primarily in the fast-paced world of Silicon Valley. She has experienced the power of good management -- and the devastating impact of poor management. Mader-Clark has worked with numerous companies to develop commonsense HR principles to guide their employment policies.