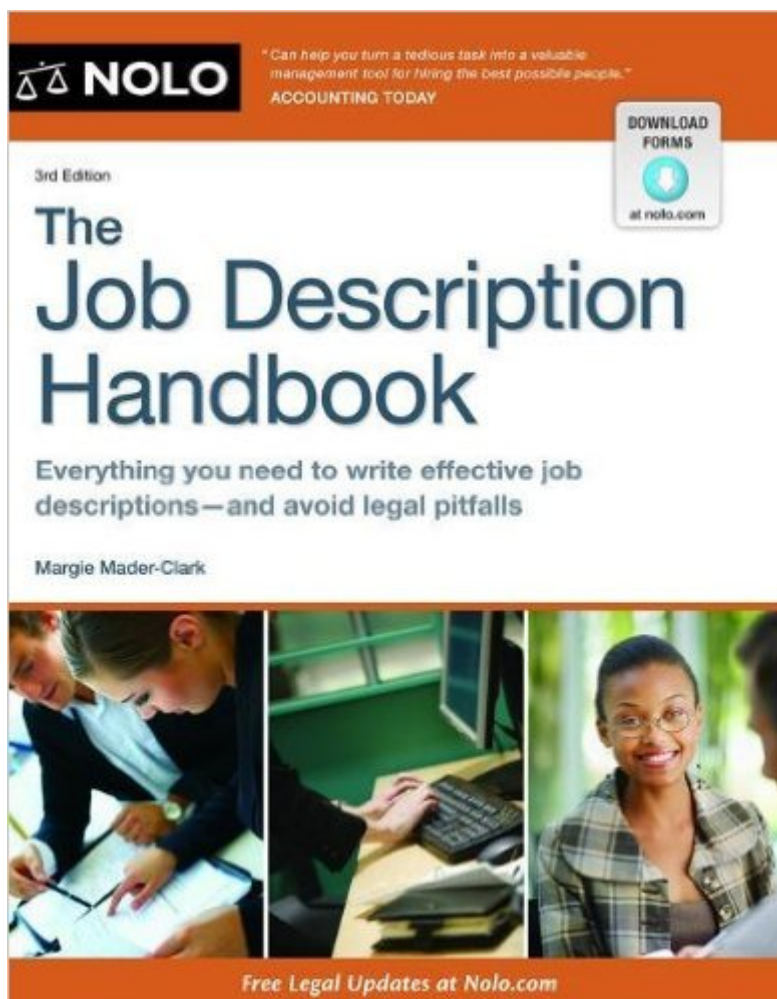


The book was found

The Job Description Handbook



Synopsis

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.--Download forms for book at nolo.com

Book Information

Series: Job Description Handbook

Paperback: 264 pages

Publisher: NOLO; 3 edition (March 29, 2013)

Language: English

ISBN-10: 141331855X

ISBN-13: 978-1413318555

Product Dimensions: 6.2 x 0.5 x 9.7 inches

Shipping Weight: 12 ounces (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars [See all reviews](#) (4 customer reviews)

Best Sellers Rank: #164,783 in Books (See Top 100 in Books) #35 in [Books > Law > Business > Labor & Employment](#) #36 in [Books > Law > Specialties > Labor Law](#) #104 in [Books > Law > Legal Self-Help](#)

Customer Reviews

This book is something that many companies could use to develop their own job descriptions. It was useful for my own job description and I will probably pass it on to others who may be able to use its resources.

An easy, uncomplicated read providing good input and worksheets for developing job descriptions. Does not cover in very much depth the physical demands and working conditions piece, which I was

looking for. I work in an industry that employs a large variety of positions, indoors and outdoors, desk jobs and physically laborious jobs, and in various weather conditions, and we'd like to address physical demands for ADA purposes. This book seems more appropriate for companies whose jobs don't have such a variety of conditions. I did like, however, the simplicity in which it covered the other aspects of job descriptions.

This explains the potentials of Job Descriptions well.

Clean.

[Download to continue reading...](#)

The Job Description Handbook Job Description Handbook, The Description of the Colt's double-action revolver, caliber .38, with rules for management, memoranda of trajectory, and description of ammunition Conducting the Programmer Job Interview: The IT Manager Guide with Java, J2EE, C, C++, UNIX, PHP and Oracle interview questions! (IT Job Interview series) My American Job: The Foreign Worker's Ultimate Guide to Finding a Job and a Visa Sponsor in the United States Creative Job Superbook #7 Book 2. Sex Industry Job-Business Guide How to Start a Business Analyst Career: The handbook to apply business analysis techniques, select requirements training, and explore job roles ... career (Business Analyst Career Guide) The Entered Apprentice Handbook, The Fellow Crafts Handbook, The Higher Degrees Handbook, and The Master Mason's Handbook Old Southern Apples: A Comprehensive History and Description of Varieties for Collectors, Growers, and Fruit Enthusiasts, 2nd Edition Aromatic Plants: Basic and Applied Aspects (World Crops: Production, Utilization and Description) Image Description and Retrieval (Advances in Computer Vision and Machine Intelligence) Digital Systems Design and Prototyping: Using Field Programmable Logic and Hardware Description Languages VLSI Chip Design with the Hardware Description Language VERILOG: An Introduction Based on a Large RISC Processor Design The intervertebral foramina in man: The morphology of the intervertebral foramina in man, including a description of their contents and adjacent parts ... (supplement to "The intervertebral formamen") Stark's History and Guide to the Bahama Islands: Containing a Description of Everything on or About the Bahama Islands of Which the Visitor or ... Climate, Agriculture, Geology, Government The history of Barbados: comprising a geographical and statistical description of the island; a sketch of the historical events since the settlement; and an account of its geology and natural product The History of Barbados; Comprising a Geographical and Statistical Description of the Island; a Sketch of the Historical Events Since the Settlement; and ... of Its Geology and Natural Productions A

Description of Dominica in 1764 The History of the Island of Dominica : Containing a Description of Its Situation, Extent, Climate, Mountains, Rivers, Natural Productions, &c. &c. (Illustrated) The History of the Island of Dominica: Containing a Description of Its Situation, Extent, Climate, Mountains, Rivers, Natural Productions, &C, &C, ... Customs, and Manners of the Different Inhabit

[Dmca](#)