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# Job Description Handbook, The



## 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.

## Book Information

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## Customer Reviews

"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

Find everything you need to write a job description that makes hiring, planning and evaluations easier! The Job Description Handbook can help you create HR documents that provide the details

of every job's duties. Turn to this guide to learn how to: create a good job description hire qualified employees avoid legal traps Includes all the legal forms you need!

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 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.

This explains the potentials of Job Descriptions well.

good

Clean.

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