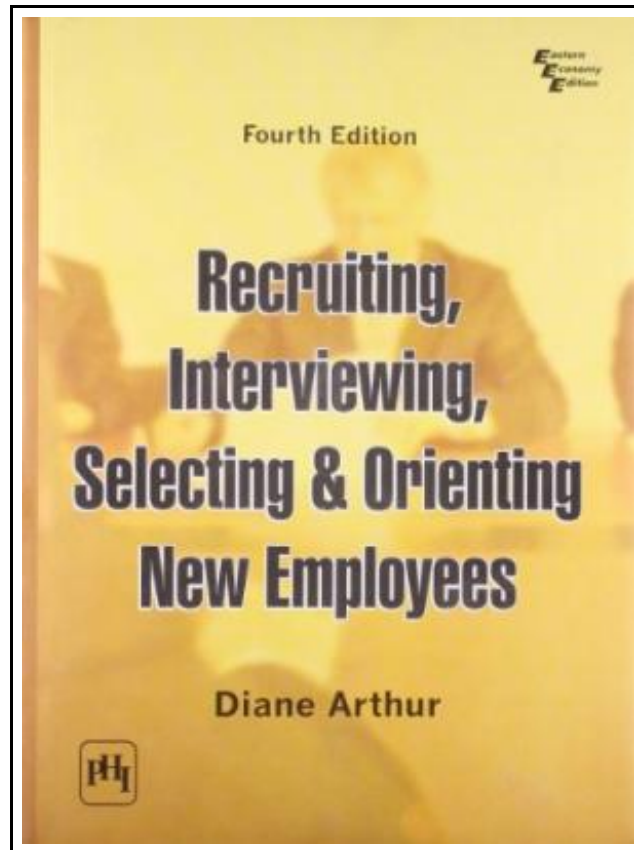


Recruiting, Interviewing, Selecting and Orienting New Employees (Fourth Edition)



Filesize: 2.35 MB

Reviews

Extensive information for ebook fans. It generally is not going to expense a lot of. I discovered this publication from my dad and i suggested this ebook to discover.

(Ivah West)

RECRUITING, INTERVIEWING, SELECTING AND ORIENTING NEW EMPLOYEES (FOURTH EDITION)

DOWNLOAD



To download **Recruiting, Interviewing, Selecting and Orienting New Employees (Fourth Edition)** PDF, make sure you click the web link below and download the document or have access to additional information which are have conjunction with RECRUITING, INTERVIEWING, SELECTING AND ORIENTING NEW EMPLOYEES (FOURTH EDITION) book.

PHI Learning 0. Softcover. Book Condition: New. 4th edition. A comprehensive guide for HR specialists, non-HR professionals and seasoned HR practitioners too, this book provides step-by-step guidelines to the four stages of the employment process?recruitment, interview, selection and orientation. The text describes the merits and demerits of the traditional and the new cutting edge HR techniques with the help of a large number of sample questions. Specifically targeted forms and checklists are also given in the book to keep the hiring process going on smoothly. Also find 1. job descriptions and powerful HR ads 2. competencies required for optimal job performance 3. set of questions to assess candidates 4. goals and parameters for HR as well as departmental interviews 5. methods to use pre-employment testing effectively 6. techniques to conduct thorough legal and ethical reference checks 7. create useful departmental and organizational orientation programmes CONTENTS: Preface Part I: RECRUITING 1. Recruitment Challenges 2. Recruitment Sources 3. Electronic Recruiting Part II: INTERVIEWING 4. Interview Preparation 5. Interviewing and Legal Considerations 6. Competency-Based Questions 7. Additional Types of Questions 8. Interview Components 9. Types of Employment Interviews Part III: SELECTION 10. Documenting the Interview 11. Preemployment Testing 12. Background and Reference Checks 13. The Selection Process Part IV: ORIENTATION 14. The Fundamentals of Employee Orientation 15. Beyond the Fundamentals of Employee Orientation Appendices A. Job Posting Form B. Job Posting Application Form C. Work Environment Checklist D. Job Description Form E. Employment Application Form F. Interview Evaluation Form G. Exempt Reference Form H. Nonexempt Reference Form Index Printed Pages: 368.



[Read Recruiting, Interviewing, Selecting and Orienting New Employees \(Fourth Edition\) Online](#)



[Download PDF Recruiting, Interviewing, Selecting and Orienting New Employees \(Fourth Edition\)](#)

Other Kindle Books



[PDF] TJ new concept of the Preschool Quality Education Engineering: new happy learning young children (3-5 years old) daily learning book Intermediate (2)(Chinese Edition)

Click the link listed below to download "TJ new concept of the Preschool Quality Education Engineering: new happy learning young children (3-5 years old) daily learning book Intermediate (2)(Chinese Edition)" PDF file.

[Save ePub »](#)



[PDF] TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (3-5 years) Intermediate (3)(Chinese Edition)

Click the link listed below to download "TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (3-5 years) Intermediate (3)(Chinese Edition)" PDF file.

[Save ePub »](#)



[PDF] TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (2-4 years old) in small classes (3)(Chinese Edition)

Click the link listed below to download "TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (2-4 years old) in small classes (3)(Chinese Edition)" PDF file.

[Save ePub »](#)



[PDF] Art appreciation (travel services and hotel management professional services and management expertise secondary vocational education teaching materials supporting national planning book)(Chinese Edition)

Click the link listed below to download "Art appreciation (travel services and hotel management professional services and management expertise secondary vocational education teaching materials supporting national planning book)(Chinese Edition)" PDF file.

[Save ePub »](#)



[PDF] Crochet: Learn How to Make Money with Crochet and Create 10 Most Popular Crochet Patterns for Sale: (Learn to Read Crochet Patterns, Charts, and Graphs, Beginner s Crochet Guide with Pictures) (Paperback)

Click the link listed below to download "Crochet: Learn How to Make Money with Crochet and Create 10 Most Popular Crochet Patterns for Sale: (Learn to Read Crochet Patterns, Charts, and Graphs, Beginner s Crochet Guide with Pictures) (Paperback)" PDF file.

[Save ePub »](#)



[PDF] Comic Maths: Sue: Fantasy-Based Learning for 4, 5 and 6 Year Olds (Paperback)

Click the link listed below to download "Comic Maths: Sue: Fantasy-Based Learning for 4, 5 and 6 Year Olds (Paperback)" PDF file.

[Save ePub »](#)

