

## **The everything HR kit: a complete guide to attracting, retaining & motivating high-performance employees**

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### **Abstrak**

Whether or not an organization has a Human Resources department, chances are it could benefit from some informed, practical and cutting edge HR know-how. "The Everything HR Kit" paves the way for any company large or small to reduce employee turnover, improve the quality of its people, and success fully manage their performance. This user-friendly guide takes readers step-by-step through all the best practices of recruiting, interviewing, screening, selecting, and managing employee performance. The accompanying CD features a plethora of forms, assessments, and other key documents a well-run HR department needs. Filled with customizable tools and practical guidance, this is a handy and essential toolkit that will improve the HR-related processes in any organization.