Fundamentals of human resources management

Arthur, Diane, author

Deskripsi Lengkap: https://lib.ui.ac.id/detail?id=20449921&lokasi=lokal

----

Abstrak

Key tools for developing a human resources plan based on organizational needs. Fundamentals of Human Resources Management, Fourth Edition is a comprehensive and up-to-date guide to virtually every aspect of human resources management from understanding the basic HR functions to using the Web for recruiting and selecting the latest HRIS. Whether new to the profession or a newly promoted professional, students will find in this book all the information and skills they need to do their job and make a positive impact in their organization. Readers will learn how to: answer the human resource challenges of diversity, alternative work arrangements, workforce literacy and globalization, advocate for strategic partnering by building strong business relationships within your organization, evaluate the advantages and disadvantages of internet recruiting, identify the role of contingent workers and how they fit in staffing plans, select and use a Human Resource Information System (HRIS), implement the components of a results-based performance management plan, recruit, select, interview, and hire more qualified employees in full compliance with Federal and State laws, write job descriptions and specifications; develop cost-effective, competitive compensation and benefits programs, write policies and procedures manuals and employee handbooks, evaluate training options to implement optimal training opportunities for all workers, develop a mentoring program to aid in succession planning. This is an ebook version of the AMA Self-Study course. If you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy.