



The Everything Human Resource Management Book: Attract and keep the people who will drive your company's success (Everything®)

Sharon Anne Waldrop

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Find the best people. Interview candidates. Understand labor laws. Create policies. Write reviews. The list of HR duties you must perform for your business can seem overwhelming.

Luckily, *The Everything Human Resource Management Book* takes you through all the important HR steps—from finding the right people to getting them in the door and on the job. This important resource covers how to:

- Write job descriptions that attract the right candidates
- Identify the benefits people want most
- Take care of an injured worker
- Plan and present useful performance evaluations
- Deal with difficult employees
- Hire and fire staff

Whether you are just starting out or have been in business for years, *The Everything Human Resource Management Book* is your perfect HR assistant.

Sharon Anne Waldrop worked in upper-level human resources management for Marriott hotels and UCLA for a decade. Her articles have been published in several national magazines, including *Good Housekeeping*, *Woman's Day*, *Glamour*, *Health*, *Women's Health*, *Parents*, *Parenting*, and *All You*. She lives in Crawford, GA.

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