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| Titolo                  | Storie dagli anni Settanta : dedicate a chi non c'era / Andrea Saccoman           |
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| 2. Record Nr.           | UNINA9910154950003321   |
| Autore                  | Gomez-Mejia Luis R  |
| Titolo                  | Managing human resources // Luis R. Gomez-Mejia, David B. Balkin, Robert L. Cardy |
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| ISBN                    | 1-292-09724-8   |
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| Descrizione fisica      | 1 online resource (623 pages) : color illustrations, photographs                  |
| Altri autori (Persone)  | BalkinDavid B. <1948-><br>CardyRobert L. <1955->                                  |
| Soggetti                | Gestión de personal<br>Recursos humanos   |
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| Nota di bibliografia    | Includes bibliographical references at the end of each chapters and index.        |

Cover -- Title Page -- Copyright Page -- Contents -- Preface -- Acknowledgments -- About the Authors -- PART I: Introduction -- Chapter 1 Meeting Present and Emerging Strategic Human Resource Challenges -- Human Resource Management: The Challenges -- Environmental Challenges -- Organizational Challenges -- Competitive Position: Cost, Quality, or Distinctive Capabilities -- Individual Challenges -- Planning and Implementing Strategic HR Policies -- The Benefits of Strategic HR Planning -- The Challenges of Strategic HR Planning -- Strategic HR Choices -- Selecting HR Strategies to Increase Firm Performance -- Fit with Organizational Strategies -- Fit with the Environment -- Fit with Organizational Characteristics -- Fit with Organizational Capabilities -- Choosing Consistent and Appropriate HR Tactics to Implement HR Strategies -- HR Best Practices -- The HR Department and Managers: An Important Partnership -- Specialization in Human Resource Management -- Summary and Conclusions -- Key Terms -- Discussion Questions -- YOU MANAGE IT! 1: EMERGING TRENDS: Electronic Monitoring to Make Sure That No One Steps Out of Line -- YOU MANAGE IT! 2: ETHICS/SOCIAL RESPONSIBILITY: Embedding Sustainability into HR Strategy -- YOU MANAGE IT! 3: DISCUSSION: Managers and HR Professional at Sands Corporation: Friends or Foes? -- YOU MANAGE IT! 4: DISCUSSION: Minimum Wage Chaos in Europe -- PART II: The Contexts of Human Resource Management -- Chapter 2 Managing Work Flows and Conducting Job Analysis -- Work: The Organizational Perspective -- Strategy and Organizational Structure -- Designing the Organization -- Work-Flow Analysis -- Business Process Reengineering -- Work: The Group Perspective -- Self-Managed Teams -- Other Types of Teams -- Work: The Individual Perspective -- Motivating Employees -- Designing Jobs and Conducting Job Analysis -- Job Design. Job Analysis -- Job Descriptions -- The Flexible Workforce -- Contingent Workers -- Flexible Work Schedules -- The Mobile Workplace -- Human Resource Information Systems -- HRIS Applications -- HRIS Security and Privacy -- Summary and Conclusions -- Key Terms -- Discussion Questions -- YOU MANAGE IT! 1: ETHICS/SOCIAL RESPONSIBILITY: Are Companies Exploiting College Students Who Have Unpaid Internships? -- YOU MANAGE IT! 2: EMERGING TRENDS: Work-Life Balance Is the New Perk Employees Are Seeking -- YOU MANAGE IT! 3: TECHNOLOGY/SOCIAL MEDIA: Yahoo CEO Issues a Ban on Telecommuting for Employees -- YOU MANAGE IT! 4: CUSTOMER-DRIVEN HR: Writing a Job Description -- Chapter 3 Understanding Equal Opportunity and the Legal Environment -- Why Understanding the Legal Environment Is Important -- Doing the Right Thing -- Realizing the Limitations of the HR and Legal Departments -- Limiting Potential Liability -- Challenges to Legal Compliance -- A Dynamic Legal Landscape -- The Complexity of Laws -- Conflicting Strategies for Fair Employment -- Unintended Consequences -- Equal Employment Opportunity Laws -- The Equal Pay Act of 1963 -- Title VII of the Civil Rights Act of 1964 -- Defense of Discrimination Charges -- Title VII and Pregnancy -- Sexual Harassment -- The Civil Rights Act of 1991 -- Executive Order 11246 -- The Age Discrimination in Employment Act of 1967 -- The Americans with Disabilities Act of 1990 -- EEO Enforcement and Compliance -- Regulatory Agencies -- Office of Federal Contract Compliance Programs (OFCCP) -- Affirmative Action Plans -- Other Important Laws -- Avoiding Pitfalls in EEO -- Provide Training -- Establish a Complaint Resolution Process -- Document Decisions -- Be Honest -- Ask Only for Information You Need to Know -- Summary and Conclusions -- Key Terms -- Discussion Questions.

YOU MANAGE IT! 1: EMERGING TRENDS: Walgreens Leads the Way in Utilizing Workers with Disabilities -- YOU MANAGE IT! 2: CUSTOMER-DRIVEN HR: Can an Employer Refuse to Hire or Retain Employees Who Wear Tattoos? -- YOU MANAGE IT! 3: DISCUSSION: Are Women Breaking Through the Glass Ceiling? -- YOU MANAGE IT! 4: ETHICS/SOCIAL RESPONSIBILITY: Are Employee Noncompete Agreements Legally Enforceable? It Depends -- Appendix to Chapter 3 -- Human Resource Legislation Discussed in This Text -- Chapter 4 Managing Diversity -- What Is Diversity -- Why Manage Employee Diversity -- Affirmative Action Versus Managing Employee Diversity -- Demographic Trends -- Diversity as Part of Corporate Strategy -- Challenges in Managing Employee Diversity -- Diversity Versus Inclusiveness -- Individual Versus Group Fairness -- Resistance to Change -- Group Cohesiveness and Interpersonal Conflict -- Segmented Communication Networks -- Resentment -- Retention -- Competition for Opportunities -- Diversity in Organizations -- African Americans -- Asian Americans -- People with Disabilities -- The Foreign Born -- Homosexuals -- Latinos (Hispanic Americans) -- Older Workers -- Religious Minorities -- Women -- Improving the Management of Diversity -- Creating an Inclusive Organizational Culture -- Top-Management Commitment to Valuing Diversity -- Appraising and Rewarding Managers for Good Diversity Practices -- Diversity Training Programs -- Support Groups -- Accommodation of Family Needs -- Senior Mentoring Programs -- Apprenticeships -- Communication Standards -- Diversity Audits -- Management Responsibility and Accountability -- Some Warnings -- Avoiding the Appearance of "White Male Bashing" -- Avoiding the Promotion of Stereotypes -- Summary and Conclusions -- Key Terms -- Discussion Questions.

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Managing early Retirements -- The Features of Early Retirement Policies -- Avoiding Problems with Early Retirements -- Managing Layoffs -- Alternatives to Layoffs -- Implementing a Layoff -- Outplacement -- The Goals of Outplacement -- Outplacement Services -- Summary and Conclusions -- Key Terms -- Discussion Questions -- YOU MANAGE IT! 1: GLOBAL: Turnover: A Global Management Issue -- YOU MANAGE IT! 2: ETHICS/SOCIAL RESPONSIBILITY: Employment-at-Will: Fair Policy? -- YOU MANAGE IT! 3: CUSTOMER-DRIVEN HR: From Turnover to Retention: Managing to Keep Your Workers -- YOU MANAGE IT! 4: TECHNOLOGY/SOCIAL MEDIA: You're Fired! -- PART IV: Employee Development -- Chapter 7 Appraising and Managing Performance -- What Is Performance Appraisal -- The Uses of Performance Appraisal -- Identifying Performance Dimensions -- Measuring Performance -- Measurement Tools -- Measurement Tools: Summary and Conclusions -- Challenges to Effective Performance Measurement -- Rater Errors and Bias -- The Influence of Liking -- Organizational Politics -- Individual or Group Focus -- Legal Issues -- Managing Performance -- The Appraisal Interview -- Performance Improvement -- Identifying the Causes of Performance Problems -- Developing an Action Plan and Empowering Workers to Reach a Solution -- Directing Communication at Performance -- Summary and Conclusions -- Key Terms -- Discussion Questions -- YOU MANAGE IT! 1: ETHICS/SOCIAL RESPONSIBILITY: Rank and Yank: Legitimate Performance Improvement Tool or Ruthless and Unethical Management? -- YOU MANAGE IT! 2: GLOBAL: Competencies in a Global Environment -- YOU MANAGE IT! 3: TECHNOLOGY/SOCIAL MEDIA: Going Digital with Appraisal -- YOU MANAGE IT! 4: ETHICS/SOCIAL RESPONSIBILITY: Let's Do It Right -- YOU MANAGE IT! 5: CUSTOMER-DRIVEN HR: Build on Their Strengths -- Appendix to Chapter 7.  
The Critical-Incident Technique: A Method for Developing a Behaviorally Based Appraisal Instrument.

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Sommario/riassunto

Prepare future managers with an understanding of HR skills. Managing Human Resources gives future managers a solid business understanding of human resource management skills. The approach used in this text makes human resources relevant to anyone who has to deal with HR issues in the workplace, even those who do not hold the title of manager. The Eighth Edition is updated to include new introductory vignettes, new case studies, and a focus on emerging trends in HR. MyManagementLab® is not included. Students, if MyManagementLab is a recommended/mandatory component of the course, please ask your instructor for the correct ISBN. MyManagementLab should only be purchased when required by an instructor. Instructors, contact your Pearson representative for more information. MyManagementLab is an online homework, tutorial, and assessment product designed to personalize learning and improve results. With a wide range of interactive, engaging, and assignable activities, students are encouraged to actively learn and retain tough course concepts.

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