Record Nr. UNINA9910455204003321 Autore Elearn Titolo Recruitment and Selection Revised Edition / / by Elearn Pubbl/distr/stampa Boca Raton, FL:,: Routledge,, 2009 **ISBN** 1-282-32983-9 9786612329838 0-08-091524-8 Edizione [Rev. ed.] Descrizione fisica 1 online resource (131 p.) Collana Management extra Disciplina 658.311 Soggetti Employee selection **Employees - Recruiting** Electronic books. Lingua di pubblicazione Inglese **Formato** Materiale a stampa Livello bibliografico Monografia Description based upon print version of record. Note generali Nota di bibliografia Includes bibliographical references. Nota di contenuto Front Cover: Recruitment and Selection: Copyright Page: Contents: List of activities; List of figures; List of tables; Series preface; Introduction: recruiting the right people; Chapter 1 Essentials of recruitment and selection; Chapter 2 Profiling the role; Chapter 3 Recruitment strategies; Chapter 4 The selection process; Chapter 5 Making a good start: References Sommario/riassunto Stuck for ideas, inspiration or just want to work differently? Management Extra brings all the best management thinking together in one package. The books are practical and well structured to provide an in depth treatment of these management topics. Titles in the series: * Business Environment * Change Management * Development for High Performance * Effective Communications * Financial Management * Information and Knowledge Management * Leadership and Management in Organisations * Leading Teams * Making Sense of Data and Information * Managing Markets and Customers * Managing for Results * Managing Health, Safety and Working Environment * Managing Legal and Ethical Principles * Managing Yourself * Positive Working Relationships * Project Management * Quality and Operations Management * Reaching Your Goals Through Innovation * Recruitment

and Selection * Reputation Management The series fuses key theories

and concepts with applied activities to help managers examine how they work in practice. The books are created with individuals in mind. They are designed to help you improve your management skills. Management Extra can also be used in conjunction with management programmes of study aligned to standards. Each of the books has case studies, self assessments and activities all underpinned by knowledge and understanding of the frameworks and techniques required to improve performance. Management Extra provides managers and trainers with a handbook for action and development. "You found it what a find! A practical resource packed with all the relevant theory and suggested activities to support your professional development. An essential resource to have at your fingertips, jump in and enjoy."--Russell Jeans, Learning and Development Manager, ntl "All the essential concepts are here, presented in an easily digestible format with lots of up to date case studies and references - but, most importantly, with plenty of thought provoking activities and self-diagnostic exercises to make the learning personal and transferable."--Peter Manning, Head of Training & Development, News International Newspapers Ltd.