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| 1. Record Nr. | UNINA9910482039803321 |
| Autore | Anon |
| Titolo | Missale Romanvm, ex decreto Sacrosancti Concilii Tridentini restitvtvm, Pii V. Pont. Max. ivssv editvm, et Clementis VIII. auctoritate recognitum in quo missæ propriæ de Sanctis ... positæ. Additæ sunt insuper missæ aliquot sanctorum ex mandato Pavli V. Gregorii XV. et S.D.N. Urbani VIII [[electronic resource]] |
| Pubbl/distr/stampa | Cologne, : Cornelius ab Egmond, 1615-1666, 1629 |
| Descrizione fisica | Online resource ([60], 608 [i.e. 632], cvijj ... p, 2°) |
| Lingua di pubblicazione | Latino |
| Formato | Materiale a stampa |
| Livello bibliografico | Monografia |
| Note generali | Reproduction of original in Koninklijke Bibliotheek, Nationale bibliotheek van Nederland. |
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| 2. Record Nr. | UNINA9910961996003321 |
| Autore | Hayes David K |
| Titolo | 50 one-minute tips for recruiting employees : finding the right people for your organization / / David K. Hayes and Jack D. Ninemeier |
| Pubbl/distr/stampa | Menlo Park, Calif., : Crisp Publications, c2001 |
| ISBN | 1-4175-2186-4 |
| Descrizione fisica | 1 online resource (118 p.) |
| Collana | Fifty-minute series book |
| Altri autori (Persone) | NinemeierJack D |
| Disciplina | 658.3/111 |
| Soggetti | Employees - Recruiting |
| Lingua di pubblicazione | Inglese |
| Formato | Materiale a stampa |
| Livello bibliografico | Monografia |
| Note generali | Bibliographic Level Mode of Issuance: Monograph |
| Nota di bibliografia | Includes bibliographical references (p. 110). |
| Nota di contenuto | Title -- Copyright -- About the Authors -- Preface -- Contents -- STRATEGY 1 Do Your Homework -- Tip 1: Build Respect and Become an "Employer of Choice" -- Tip 2: Understand Loyalty and Commitment -- Tip 3: Keep Your Strategies Current -- Tip 4: Identify the Requirements |

of Each Position -- Tip 5: Identify the Best Features of Your Jobs -- Tip 6: Identify the Best Features of Your Organization -- Tip 7: Ensure that Job Titles Reflect the Jobs -- Tip 8: Develop a Recruitment Package -- Tip 9: Make Your Total Compensation Competitive -- Tip 10: Use a "Cafeteria Plan" for Bonus Benefits -- Tip 11: Remember That You're Not Alone-Seek Allies -- Join your local Chamber of Commerce -- Join applicable trade associations -- Tip 12: Emphasize the Value of Your Employees -- Tip 13: Remember That Hourly Pay Isn't Everything -- STRATEGY 2 Find the Best-General Recruitment Techniques -- Tip 14: Consider Current Employees First-Promote from Within -- Tip 15: Reward Current Employees for Referrals -- Tip 16: Recruit Former Employees -- Tip 17: Make Employment Ads Memorable -- Tip 18: Use Current Employee Endorsements in Employment Ads -- Tip 19: Recruit Your Customers -- Tip 20: Provide Your Recruitment Package with Sales or Services -- Tip 21: Contact Your State Employment Commission -- Tip 22: Be Creative in Where You Look -- Tip 23: Add an Employment Section to Your Organization's Web Site -- Tip 24: Include an "Employment Center" on a Public Bulletin Board -- Tip 25: Participate in Community Events and Programs -- STRATEGY 3 Develop "Youth Appeal" -- Tip 26: Evaluate Your Dress Code -- Tip 27: Use the Buddy System -- Tip 28: Sponsor Work-Study Programs -- Tip 29: Invite Classes for Tours and Discussions -- Tip 30: Meet with School Guidance Counselors -- Tip 31: "Mobilize" Your Message! -- STRATEGY 4 Foster Workplace Diversity -- Tip 32: Celebrate Diversity. Tip 33: Remember Your BOQs! -- Tip 34: Consider Lateral Job Changes -- Job rotation -- Job enlargement -- Cross-training -- Tip 35: SOS! (Seek Out Seniors) -- Tip 36: Consider Applicants in Career Transition -- Tip 37: Seek Legal Immigrants -- STRATEGY 5 Screen to Ensure Success -- Tip 38: Make Yourself Available -- Tip 39: Conduct a Two-Minute Screening -- Tip 40: Provide a Short Tour of Your Workplace -- Tip 41: Use a Legal Application Form -- Tip 42: Conduct a Meaningful Interview -- Tip 43: Use Appropriate Applicant Tests -- Tip 44: Check Applicant References -- STRATEGY 6 Start Smart- Employee Selection and Orientation -- Tip 45: Make a Timely Decision -- Tip 46: Seek Attitude Before Skills -- Tip 47: Implement Drug Testing -- Tip 48: Keep Your Recruitment Package Updated -- Tip 49: Put It in Writing! -- Tip 50: Conduct a Post-Hiring Interview -- Additional Reading.

Sommario/riassunto

Build excitement about your company and its job offerings by following a few simple guidelines.
