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Titolo	The complete hiring and firing handbook : every manager's guide to working with employees legally / / by Charles H. Fleischer
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Edizione	[1st ed.]
Descrizione fisica	1 online resource (306 p.)
Disciplina	658.3/11
Soggetti	Personnel management Employee selection Employees - Dismissal of
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 and index.
Nota di contenuto	Introduction -- To hire or not to hire -- Eligibility for employment -- Discrimination -- Specific types of discrimination -- Procedures and remedies for discrimination -- Job description -- Recruiting -- Resumes and resumes fraud -- Applications -- Interviews -- Controls of employment -- Noncomplete and other agreements -- Requirements applicable to new employees -- Firing -- The decision-making process -- Voluntary and involuntary termination -- Layoffs -- Protected status -- Retaliation -- Strikes and concerted activities -- Wrongful discharge -- The firing process -- Final pay and continued benefits -- Severance packages and releases -- References -- Enforcing restrictive covenants -- unemployment insurance -- Conclusion.
Sommario/riassunto	Few managers dread any task more than the hiring and firing of employees. The hiring process is long and full of unknowns, while the firing process adds layers of personal emotions to an already highly-charged situation. The Complete Hiring and Firing Handbook shows you how to take these difficult decisions and turn them into profitable and positive endeavors. State-by-State Resources Quick access to

essential state agency' contact information on employment security and new hire reporting is at your fingertips. Recruitment Tools Find better employees with job descriptions and applications that identify the worker you want. Employee Handbook Keep employment related problems to a minimum by crafting the perfect employee handbook to guide both employees and supervisors. Filing Tips See exactly what you need to do to fulfill your duties to the IRS and under FMLA, COBRA and HIPAA. Red Flag Alerts Stay out of trouble by providing the proper notices and forms-on time and to the right people. Covers In Detail HIRING Evaluating the pros and cons of hiring Avoiding discrimination claims Recruiting Spotting r sum fraud Conducting interviews Performing background checks Making offers and sending rejections Processing new hires FIRING Stating grounds for termination Honoring protected leave Stopping retaliation Preventing wrongful discharge claims Giving notice Providing severance Giving references Enforcing noncompete agreements
