



# **The Manager's Guide to HR: Hiring, Firing, Performance Evaluations, Documentation, Benefits, and Everything Else You Need to Know**

*Max Muller*

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" Managing people is a tricky business—and managers and small business owners can no longer get by without understanding the essentials of human resources. New questions abound. In our increasingly legal-minded age, how much documentation do we need to keep on each employee? What's the best way to confront complicated personnel issues, and even workplace violence? The Manager's Guide to HR provides readers with a straightforward, step-by-step guide to human resources topics, including:

hiring • performance evaluations and documentation • training and development • benefits • compensation • employment laws • documentation and records retention • firing and separation

The book clarifies hot-button issues such as dealing with conflict, privacy issues, COBRA compliance, disabilities, sexual harassment, and more. The Manager's Guide to HR is a quick and ready reference for every leader. "



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