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# Employer's Guide To Hiring People (Basic Business Series)



## Synopsis

A great introduction on HOW TO HIRE employees, this practical guidebook will help you to succeed in hiring better people. Who should read this guidebook? Managers, supervisors, and business owners. This guidebook is written for the person who is new at hiring employees and for those managers who need a refresher on how to hire successfully. What topics are covered?

EMPLOYER'S GUIDE TO HIRING PEOPLE covers the complete hiring process, including:

1. Assessing your staffing needs (Do you really need to hire someone? What kind of worker?)
2. Advertising your job openings and deciding who to interview
3. Conducting good interviews (What Qs to ask and which ones to avoid)
4. Completing new hire paperwork (I-9, W-4, New Hire Registry, and more)
5. Avoiding missteps and illegal practices

This practical and concise guidebook will lead you, step-by-step, toward hiring great employees. **ADVISORY** to international customers: This book focuses on business practices in the USA, not international employment practices or regulations. If you are from another country, you will find that many of these policies, laws, and/or practices may not be applicable to hiring processes in your home country. However, this guidebook may be helpful if your international company is hiring employees in the USA.

## Book Information

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## Customer Reviews

Informative and well thought out, however there is so much lacking I'm not sure if it would be beneficial to anyone who was actually in the Hiring position. It wasn't to me, and that's what I do for a living. If you're just looking for something to "get your feet wet" or something that compiles a lot of information off of the web, this might be for you. I'll probably end up donating it to my department for future coworkers who are new to the field.

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