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# Job Description Handbook, The

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3rd Edition

**The Job Description Handbook**

Everything you need to write effective job descriptions—and avoid legal pitfalls

Margie Mader-Clark

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## Synopsis

Everything you need to define the job, step by step Every job has a description -- and if you craft it carefully, you can use a job description for effective hiring, new employee orientation, evaluating performances, discipline and plan for future growth. But if it's poorly written (or not written at all), your company can face all sorts of problems, from low employee morale to legal troubles. To meet your company's changing needs, The Job Description Handbook, an all-in-one resource, can help you create HR documents that provide the details of every job's duties, requirements, qualifications -- and much more. This book, written in Nolo's signature plain-English style, will help you: -create a good job description -hire qualified employees -evaluate an employee's job performance -plan for your company's future needs -avoid legal traps -troubleshoot a description The book also provides checklists, worksheets, resources, sample language and step-by-step instructions that you can use to create job descriptions that will work in the real world.

## Book Information

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## Customer Reviews

This book is something that many companies could use to develop their own job descriptions. It was useful for my own job description and I will probably pass it on to others who may be able to use its

resources.

An easy, uncomplicated read providing good input and worksheets for developing job descriptions. Does not cover in very much depth the physical demands and working conditions piece, which I was looking for. I work in an industry that employs a large variety of positions, indoors and outdoors, desk jobs and physically laborious jobs, and in various weather conditions, and we'd like to address physical demands for ADA purposes. This book seems more appropriate for companies whose jobs don't have such a variety of conditions. I did like, however, the simplicity in which it covered the other aspects of job descriptions.

This explains the potentials of Job Descriptions well.

Clean.

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