



Human Resources (3rd Revised edition)

By Richard G. Renckly

Barron's Educational Series Inc., U.S. Paperback. Book Condition: new. BRAND NEW, Human Resources (3rd Revised edition), Richard G. Renckly, This handbook for business managers and personnel specialists describes the function of human resources in today's business concerns and explains how the structure can vary, depending on company size and type. Topics discussed include employee wage and salary guidelines, job descriptions, employment policies, employee benefits, affirmative action and equal employment opportunity laws, and much more. Titles in "Barron's Business Library" series speak especially to men and women who are starting a company or managing a small-to-medium size business. Emphasis is placed on daily operations and true-to-life business situations.



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