

# Personnel Management By Edwin Flippo

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textbook on personnel management covers job descriptions recruitment aptitude testing interviews human resources planning teaching methods promotion performance records wage payment systems occupational psychology communication labour relations employment security social protection of employees operational research etc and includes case studies of employees attitudes and management attitudes in usa enterprises

the present book provides a comprehensive view on human resource management it would be an ideal textbook for mba m com pgdm and other postgraduate courses beginning with introductory perspectives of hr and its evolutive aspects the book elucidates in an easily comprehensible manner the concepts of human resource planning job analysis and collection of job data job design recruitment selection and barriers to effective selection psychological testing and interviews placement and induction procedure training and management development techniques and problems associated with performance appraisal career planning promotions transfer and demotions employee compensation incentives benefits and services industrial relations and disputes employee grievances employee welfare safety and health collective bargaining and global human resource management the book is the first of its kind as it provides learning objectives in the beginning of every chapter numerous exhibits and examples that would help sustain the interest of readers key terms and questions following each chapter a small hr dictionary in the end of the book surely the book will provide a rewarding and refreshing experience to its readers

this book is a rich and comprehensive review of literature of more than 300 books and journals in the field of human resource management this bibliographic survey presents almost all topics and concepts pertaining to the practice of human resource management in organizations along with latest researches and case studies for the benefit of students and readers interested in hr due to the vastness of subject the book is split into three volumes volume one includes definitions of human resource management human resource planning recruitment motivation at workplace training in organizations job satisfaction and quality of working life employee counseling managing and coping with stress depression among executives personnel records reports and audit balancing work and life issues and organization development change management total quality management organizational behaviour emerging reality for workplace revolution organizational survey research dimensions of data collection and management by objectives employee satisfaction survey volume two presents emotional intelligence stress and health related consequences stress and social resources problem behaviors at work performance management system offers assessment centers psychological tests organizational tests performance appraisal

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