



# The Job Description Handbook

By Margie Mader-Clark



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**The Job Description Handbook** By Margie Mader-Clark



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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.

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## **The Job Description Handbook** By Margie Mader-Clark Bibliography

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## **Editorial Review**

### **Review**

"Can help you turn a tedious task into a valuable management tool for hiring the best possible people."  
*Accounting Today*

### **About the Author**

Margie Mader-Clark has worked at the highest levels of the HR profession for more than 15 years, primarily in the fast-paced world of Silicon Valley. She has experienced the power of good management -- and the devastating impact of poor management. Mader-Clark has worked with numerous companies to develop commonsense HR principles to guide their employment policies.

## **Users Review**

### **From reader reviews:**

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Have you spare time for just a day? What do you do when you have much more or little spare time? Sure, you can choose the suitable activity to get spend your time. Any person spent all their spare time to take a walk, shopping, or went to the Mall. How about open or even read a book allowed The Job Description Handbook? Maybe it is being best activity for you. You recognize beside you can spend your time using your favorite's book, you can smarter than before. Do you agree with its opinion or you have various other opinion?

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