

How to Hire, Train and Keep the Best employees for Your Small Business

Dianna Podmoroff

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Dianna Podmoroff : How to Hire, Train and Keep the Best employees for Your Small Business before purchasing it in order to gauge whether or not it would be worth my time, and all praised How to Hire, Train and Keep the Best employees for Your Small Business:

3 of 3 people found the following review helpful. A necessity for any small business owner By Tricia Psarreas`How to Hire, Train, Keep the Best Employees' is an excellent resource for all small business owners. This book contains all of the vital information you will need to achieve higher employee productivity, better time management for employees

and managers, and decreased turnover for your company. Podmoroff's book will also teach you how to effectively advertise for a position, screen potential employees, and motivate employees enough to make them want to stay with your company. All of the information in this book is extremely helpful, but I was most impressed by the samples and templates provided in the book and on the CD-ROM. The book includes sample forms for applications, interview sheets, and orientation outlines to demonstrate the guidelines that Podmoroff explains. The CD-ROM takes things one step further by providing you with printable human resource templates for applications, follow-up letters, and performance analysis forms. Between the book that teaches you all you need to know and the CD-ROM that puts the theories into action, you will be well on your way to running a more productive, less stressful business. On a side note, I was also very happy to see that some of the profits from this book are donated to The Humane Society of the United States. Even if I didn't think that this book is the best of its kind--which I do--I would rather invest my money in the author and publishing company who support a good cause.

0 of 0 people found the following review helpful. Five Stars
By Candles Maker
Great book very easy to read and understand, will help you improve your staff.
1 of 1 people found the following review helpful. Good book
By Rebecca L Schulz
Great book that gives strong ideas for interviewing and hiring. Great communication ideas. Really good book when you are first starting.

Ask any manager today and they will say their biggest concern is the competition for talent, good employees. The business costs and impact of employee turnover can be grouped into four major categories: costs resulting from a person leaving, hiring costs, training costs, and lost productivity costs. The estimated cost to replace an employee is at least 150 percent of the person's base salary. As you can see managers must learn to hire, train, and keep your employees highly motivated. Every organization needs a system for hiring, training and keeping superb employees and that is exactly what you will get from this new book. You will learn to create a workplace full of self-motivated employees who are highly purpose-driven. You will learn the fundamentals of sound hiring, learn how to identify high-performance candidates, and how to spot evasions and even out well well lets call it what it is, lies. The book contains a wide assortment of carefully worded questions that help make the process more effective. Innovative step-by-step descriptions of how to recruit, interview, hire, train and KEEP the best people for every position in your organization. The book is filled to the brim with innovative and fun training ideas (that cost little or nothing) and ideas for increasing employee involvement and enthusiasm. When you get your employees involved and enthused you will keep them interested and working with you, not against. With the help of this book get started today on building your work place into one that inspires employees to do excellent work because they really want to! Numerous case studies and examples show how you can create an environment in which employees feel passionate about their jobs. The companion CD-ROM is not available for download with this electronic version of the book but it may be obtained separately by contacting Atlantic Publishing Group at sales@atlantic-pub.com Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed. This Atlantic Publishing eBook was professionally written, edited, fact checked, proofed and designed. The print version of this book is 288 pages and you receive exactly the same content. Over the years our books have won dozens of book awards for content, cover design and interior design including the prestigious Benjamin Franklin award for excellence in publishing. We are proud of the high quality of our books and hope you will enjoy this eBook version.

From the Inside Flap
ASK any manager today and they'll say their biggest concern is the competition for talented, good employees. The business costs and impact of employee turnover can be grouped into four major categories: costs resulting from a person leaving, hiring costs, training costs and lost productivity costs. The estimated cost to replace an employee is at least 150 percent of the person's base salary. As you can see, managers must learn to hire, train and keep your employees highly motivated. THIS BOOK will help you learn the fundamentals of sound hiring, how to identify high-performance candidates and how to spot evasions. You will learn to create a workplace full of self-motivated employees who are highly purpose-driven. The book contains a wide assortment of carefully worded questions that help make the process more effective. Innovative step-by-step descriptions of how to recruit, interview, hire, train and KEEP the best people for every position in your organization. THIS BOOK is filled to the brim with innovative and fun training ideas (that cost little or nothing) and ideas for increasing employee involvement and enthusiasm. When you get your employees involved and enthused, you will keep them interested and working with you, not against you. With the help of this book, get started today on building your workplace into one that inspires employees to do excellent work because they really want to!

About the Author
Dianna Podmoroff is a highly qualified professional with over 10 years' experience in coordination and management. She has a Bachelor's degree in Psychology (BA); a Master's degree in Business Administration (MBA); is a Certified Human Resources

Professional (CHRP); and is a member of the Beta Gamma Sigma honors society for business graduates.