



The How-To-Hire Handbook for Small Business Owners

By Andrea M Hill

Mardrea Press, United States, 2014. Paperback. Book Condition: New. 216 x 140 mm. Language: English . Brand New Book ***** Print on Demand *****.One of the most challenging aspects of any business is the hiring, training, and fostering of employees. The How-to-Hire-Handbook for Small Business Owners will walk you through the process, from planning through orientation. This handbook is filled with useful tools, including: Two simple worksheets for planning the types of employees you need and the skills they must possess. How to write a meaningful help-wanted advertisement. The ultimate job description format. How to manage the interview process. How to use a Pre-Employment Assessment. The 11 best questions to ask in an interview. Which questions to ask when making reference calls. How to decide how much money to offer. How to set up a training plan. What to do on your employee's first day. The How-to-Hire Handbook for Small Business Owners will help you approach your next hiring process with more confidence and better preparation than ever before.



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