

<<人力资源管理>>

图书基本信息

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<<人力资源管理>>

内容概要

内容提要

这是一部介绍美国人力资源管理的理论与方法的教材。

该书包括绪论共五部分十

八章。

绪论包括两章，主要介绍人力资源管理的战略作用以及有关美国法律。

正文第

一部分（共四章）介绍招聘的整个过程包括工作分析、录用计划、招聘测试和筛选、面试等主要环节。

第二部分（共五章）详述职员的培训和发展。

包括入门培训、管理

人才的培养、质量和生产效率的提高、表扬和个人事业发展等内容。

第三部分（共三

章）主要谈报酬，包括建立报酬制度、按劳付酬和经济激励、福利和服务等内容。

第

四部分则涉及劳动关系和保障问题，包括集体谈判、确保公平待遇、雇员安全和健康保障、以及跨国企业的人力资源管理等问题。

全书内容丰富、图文并茂，每章都有微型案例和相关练习，并将练习内容搬到了国际互联网上，使本书显得更具时代特色。

由于本书具有非常强的实务性，因此不仅

适合作为大学教材，也适宜于企业人事经理参考使用。

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Andy Levin/Photo Researchers, Inc.

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