



## HR for Line Managers: Best Practice

By Frank Scott-Lennon, Conor Hannaway

Viva Books Private Limited, 2015. Softcover. Book Condition: New. Contents: Introduction Importance of People Management in Today's World ? Why Line Managers Should take the Lead ? Key Elements of People Management ? Simplified and Uncomplicated ? Approaches and Systems? Chapter 01: Getting the Right People: Best Recruitment and Selection Practices Recruitment & Selection as an ? Inexact? Science ? Establishing Selection Criteria ? Gathering the Data at Interviews ? Use of ? Scenario? Based Questioning ? Note-taking at Interviews ? First Impressions/Self-Justification ? Data Comparison ? Selection of Most Suitable Candidate ? Post selection Processes ? Alternative Approaches Chapter 02: ? Settling in? New Staff: Best Induction Practices Initial Entry and Socialisation Processes ? ? Buddying? or ? Angel? Approaches ? The Psychological Contract ? Focusing the Job Performance of the New Employee ? Envelop New Employees with Organisational Values ? Induction is a Far Bigger Process than the Training Room ? Topics to be Included in the Induction Process Chapter 03: Probation Role of Probation Process ? Earning Respect and Trust ? Coaching ? Performance Development ? Performance Review ? Review of Progress / Decision to Retain or Let Go ? Manager's Tasks When Approaching Probation End Chapter 04: Managing Individual and Team Performance...



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