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The Complete Human Resources Writing Guide

By Diane Arthur

AMACOM/American Management Association, United States, 2005. Paperback. Book Condition: New. 279 x 208 mm. Language: English . Brand New Book ***** Print on Demand *****.Here, at last, is a writing manual especially for human resources (HR) professionals. It combines clear, complete, how-to-do-it guidelines on writing with more than 100 samples of typical HR documents. Busy HR professionals and managers will appreciate the logical, easy-to-follow format of this book. Diane Arthur, formerly a frontline HR practitioner and now an HR consultant and author, leads you step by step through the seven stages of writing. From outline through revision, you ll discover techniques that make the process easier and more effective. The emphasis is on objective, style, and tone, not merely the mechanics of grammar and punctuation. You ll learn to overcome blank page syndrome and sidestep classic writing pitfalls. In sum, you ll learn to write for results - an approach that makes every HR document achieve its purpose. In the second section of the book, you ll find 110 sample documents to use or adapt to your own organization s needs. They encompass virtually all communications areas in which HR practitioners must be conversant: recruiting, interviewing, orienting new employees, performance...



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