

The working-parents lifestyle, the switch from industry to information, the need for high-tech skills: all these factors have made it more and more complex to find - and keep - the right workers. This comprehensive book combines the contributions of 14 experts to create a detailed guide to every aspect of recruiting highly qualified employees and keeping them (happily) on the job. It provides both classic and innovative approaches to the key areas involved: planning, recruitment and selection programmes, performance management, training, compensation, benefits and family issues. It shows readers how to: recruit the most qualified prospects; establish flexible policies in compensation, benefits and services that will attract a new breed of workers; and retain productive employees with on-going training and a more honest, participative management style. With dozens of practical aids, such as sample policies and forms, worksheets and guidelines readers can quickly improve the quality and longevity of the staff.

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