



## How to Hire and Keep Top-Notch Employees (Paperback)

By Annabel Ayres

Ayres Associates, United States, 2013. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.How to Hire and Keep Top-Notch Employees is a practical, easy to use and concise how-to manual for business owners and HR professionals. By following the instructions in this book, business owners and managers can create a harmonious and profitable workplace. Forms and examples are provided to help make the implementation easy. Part One includes step-by-step instructions for each phase of hiring, from writing the job description to informing the applicant of the hiring decision. Part Two instructs the reader how to train and manage employees once they have been hired. A complete list of do's and don'ts helps the reader navigate the difficulties of keeping employees happy and productive. Part Three includes real life stories about how business owners have turned their companies into profitable, smooth running businesses that have allowed them to take time off and to fund full retirements. Written by an experienced management consultant and successful business owner, the book catalogues proven steps to success that have allowed her and her clients to thrive for over twenty years. This easy-to-use manual...



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