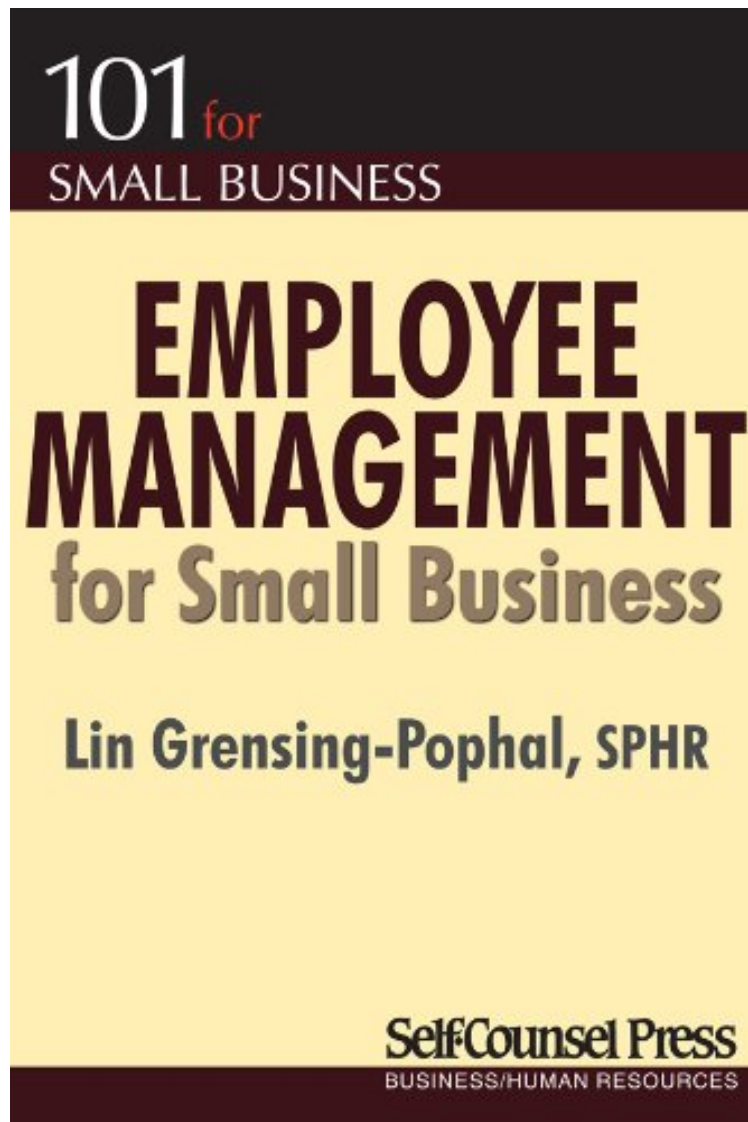


## Employee Management for Small Business (101 for Small Business Series)

*Lin Gensing-Pophal*  
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**Lin Gensing-Pophal : Employee Management for Small Business (101 for Small Business Series)** before purchasing it in order to gage whether or not it would be worth my time, and all praised Employee Management for Small Business (101 for Small Business Series):

Finding and keeping good employees is crucial to the success of every business, but it's not easy. This book will show

small-business owners how to develop a human resources plan tailored to their needs. From hiring and orientation to developing company policies and negotiating employment contracts, this book covers the essentials of employee management. Like all the books in the 101 for Small Business series, each topic in the book is explained in simple language and is illustrated with real-world examples, checklists, and forms. Whether a business has 1 or 100 employees, the third edition of *Employee Management for Small Business* provides the tools and knowledge required to take an active and positive approach to maintaining an effective human resources plan.

From the Back Cover From hiring and orientation to developing company policies and negotiating employment contracts, today's employers have the opportunity to select and nurture employees who most closely fit their company's culture and performance objectives. About the Author Lin Gensing-Pophal has written many business and employee management articles for general and trade publications, and is the author of five books published by Self-Counsel Press. She is accredited through the International Association of Business Communicators and the Society for Human Resource Management, and is a member of the American Society of Journalists and Authors.