



HR Words You Gotta Know: Essential human resources terms, laws, acronyms, and abbreviations for everyone in business

William R. Tracey

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Today's managers are flooded with "human resources" concepts and jargon - such as ERISA, the ADA, "job-ranking" or "participative management". Now, they can use this easy reference for immediate clarification. This book explains general HR terms and provides guidance for applying them in specific situations. The book helps readers to: communicate with HR professionals and other managers through a common language; understand the basic principles and (US) laws governing good HR management; check their application of established best practice.

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