

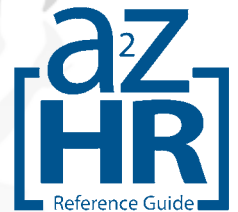
Am I following all the laws relating to human resources?

What forms do I need to complete when hiring an employee?

Is there a good way to document disciplinary action I've taken with an employee?

What should I include in an exit interview?

These questions and many more are answered within the pages of the **A2Z HR Reference Guide**. Whether you operate a small business or have your own human resources department, this CD provides the essential tools to help you through the entire employment process from the moment you try to fill a position through the termination of employment.



The **A2Z HR Reference Guide** outlines major areas of the employment cycle; identifies commonly occurring issues that arise during the employment relationship, including legal issues and many of the state and federal employment laws impacting the workplace; suggests best practices and includes samples of human resources forms and policies. View the complete Table of Contents at <http://www.patourism.org/pubs>



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_____ copy(ies) of the **A2Z HR Reference Guide** @ \$99.00 each for PTLA members

_____ copy(ies) of the **A2Z HR Reference Guide** @ \$139.00 each for Non-PTLA members

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