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Managing Recruitment and Onboarding Richard Skiba, 2024-08-22 This guide is an essential resource for professionals tasked with managing recruitment and onboarding processes within an organization Whether you are directly involved in recruiting new staff or responsible for coordinating the process this book provides a thorough understanding of the skills and knowledge required to effectively manage these essential HR functions The book begins with an exploration of existing recruitment and onboarding policies and procedures guiding readers on how to identify and evaluate them in the context of their organization It delves into assessing technology options to enhance the efficiency and effectiveness of recruitment processes providing practical advice on selecting and implementing tools that streamline hiring workflows A significant portion of the book is dedicated to updating and refining policies and procedures to align with organizational requirements Readers will learn how to obtain support from relevant stakeholders and create or adjust forms and documents that underpin these policies Effective communication and training strategies are emphasized to ensure that all relevant staff are well informed and capable of adhering to updated procedures The book also covers critical aspects of human resource planning including determining future HR requirements in collaboration with stakeholders and ensuring that position descriptors are current and accurately used throughout the recruitment process It provides detailed guidance on advertising vacant positions in compliance with legislation and organizational policies consulting with specialists when necessary and adhering to selection procedures that meet legal and organizational standards Additional chapters address the importance of timely and accurate job offers and contracts providing new appointments with relevant advice and ensuring that onboarding processes are consistently applied across the organization The book also covers the management of probationary employees

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Managing Workplace Substance Misuse Trevor Hall, 2019-09-24 This book provides professionals with the confidence and know how to build a complete substance misuse management programme and deliver it within their respective workplace regardless of sector or discipline Organizations are frequently in the dark about their rights and obligations where substance misuse takes place in their workplace affects performance or employee wellbeing or in extreme cases has a devastating impact on both the company and its employees There is no formal training for HR Occupational Health or Health and Safety professionals solicitors union representatives and many more situations This book is written in such a way that as to help those professions as well as individuals understand the step by step process for building a complete workplace substance and alcohol misuse programme *Managing Workplace Substance Misuse* is written by the UK's only registered expert witness for substance misuse policy writing implementation and mediation With decades of expertise and first hand experience of implementing effective policies in some of the UK and world's biggest organizations Trevor Hall helps all organizations navigate this complex problem offering consultancy advice and a roadmap to policy development and its implementation providing you with a comprehensive consultancy in one volume He explains too the central role industry and commerce plays in the identification of substance misuse and the rehabilitation of staff as well as what organizations can do to protect themselves from the culpability of getting things wrong in a litigious society

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