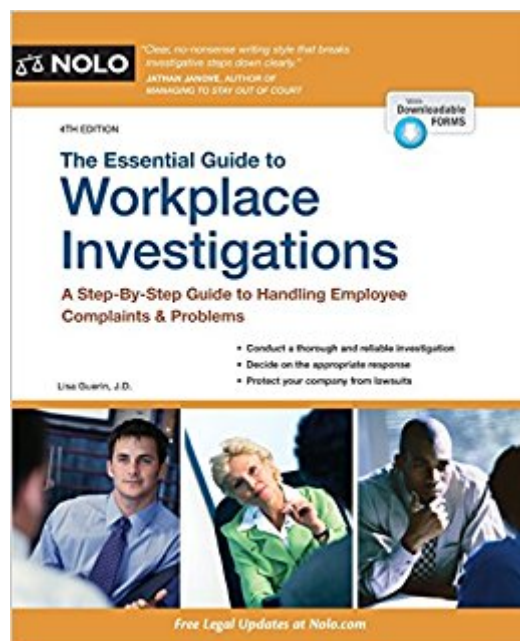




The book was found

Essential Guide To Workplace Investigations, The: A Step-By-Step Guide To Handling Employee Complaints & Problems



Synopsis

Investigate and resolve common workplace problems Workplace complaints carry serious legal and financial risks to a company, so it's essential to act fast when you receive an employee complaint. But an ineffective or poorly handled investigation can land your company in even more trouble than not performing one at all. The Essential Guide to Workplace Investigations shows you how to legally and successfully investigate and resolve any type of complaint or problem. It covers common workplace issues such as harassment, discrimination, violence, drug and alcohol use, and employee theft. The book guides you through each step of an effective investigation, including: deciding whether to investigate taking immediate action, if necessary choosing an investigator planning the investigation interviewing witnesses gathering and evaluating the evidence taking action documenting the investigation, and following up.

Book Information

Series: Essential Guide to Workplace Investigations

Paperback: 448 pages

Publisher: NOLO; 4 edition (May 25, 2016)

Language: English

ISBN-10: 1413322735

ISBN-13: 978-1413322736

Product Dimensions: 7 x 1.2 x 9 inches

Shipping Weight: 1.6 pounds (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 stars 4 customer reviews

Best Sellers Rank: #32,757 in Books (See Top 100 in Books) #5 in Books > Law > Business > Labor & Employment #5 in Books > Law > Specialties > Labor Law #9 in Books > Law > Legal Self-Help

Customer Reviews

"Packed with tips and strategies that will help sort out workplace problems quickly and legally." HR Magazine "Everything an employer needs to know about investigating and resolving workplace complaints and issues is packed into this book, making it a top recommendation for any business library strong in human resources guides. It's the first on the market to teach businesses how to investigate and resolve all types of complains, from harassment and discrimination to workplace violence and employee theft, and walks the manager through ten basic steps from the initial decision to investigate to interviewing, gathering and evaluating evidence, and taking action.

All business libraries need this. — California Bookwatch "Guerin, an employment law specialist and author, offers a guide to investigating and resolving workplace complaints or problems, focusing on harassment, discrimination, violence, drug and alcohol use, and employee theft. She describes the steps for the investigation of any kind of problem, common investigation mistakes, discovering problems, deciding whether to investigate, choosing an investigator, planning the investigation, gathering information, making and documenting the decision about whether misconduct occurred, and ten steps for investigating each type of problem." Eithne O'Leyne, Editor, Ringgold, Inc., ProtoView

Mishandling workplace complaints can lead to lawsuits and other legal trouble. By following the ten steps laid out in the book, managers and HR professionals can learn how to take complaints, conduct interviews, document findings, and ultimately make decisions that will keep employees safe and the company out of the courtroom.

Recommend to any professional that is charged with doing workplace investigations.

A MUST HAVE for anyone in HR

Perfect for the new or experienced HR Manager.

Great help for the hr professional

[Download to continue reading...](#)

Essential Guide to Workplace Investigations, The: A Step-By-Step Guide to Handling Employee Complaints & Problems The Essential Guide to Workplace Investigations: How to Handle Employee Complaints & Problems American Bar Association Guide to Workplace Law, 2nd Edition: Everything Every Employer and Employee Needs to Know About the Law & Hiring, Firing, ... Maternity Leave, & Other Workplace Issues Complaints & Disorders [Complaints and Disorders]: The Sexual Politics of Sickness (Contemporary Classics) The Tools & Techniques of Employee Benefit and Retirement Planning (Tools and Techniques of Employee Benefit and Retirement Planning) Tools & Techniques of Employee Benefit and Retirement Planning, 11th ed. (Tools and Techniques of Employee Benefit and Retirement Planning) Stop Workplace Drama: Train Your Team to have No Complaints, No Excuses, and No Regrets Essential Guide to Handling Workplace Harassment & Discrimination, The The Essential Guide to Handling Workplace Harassment & Discrimination

Conflict Resolution in the Workplace: How to Handle and Resolve Conflict at Work ~ an Essential Guide to Resolving Conflict in the Workplace Management: Take Charge of Your Team: Communication, Leadership, Coaching and Conflict Resolution (Team Motivation, Workplace Communications, Employee ... Team Management, Conflict Management) Prostate Problems Home Remedies, How To Fight Prostate Problems At Home, Get Rid Of Prostate Problems Fast!: Back On Track - Fighting Prostate Problems At Home Forensic Science: Fundamentals and Investigations (Forensic Science, Fundamentals and Investigations) Chapman Piloting: Seamanship & Small Boat Handling (Chapman Piloting, Seamanship and Small Boat Handling) Horse Handling & Grooming: Haltering * Leading & Tying * Bathing & Clipping * Grooming & Braiding * Handling Hooves (Horsekeeping Skills Library) Towel Wrap Techniques for Handling Cats with Skill and Ease (Low Stress Handling Seminar) Out of the Workplace and Off the Clock: Borneo (On Vacation: Out of the Workplace and Off the Clock Book 1) 101 Sample Write-Ups for Documenting Employee Performance Problems: A Guide to Progressive Discipline & Termination Perfect Phrases for Documenting Employee Performance Problems (Perfect Phrases Series) Essential Oils: 50 Essential Oil Dog & Cat Recipes From My Essential Oil Private Collection: Proven Essential Oil Recipes That Work! (Essential Oil Pet Private Collection Book 1)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)