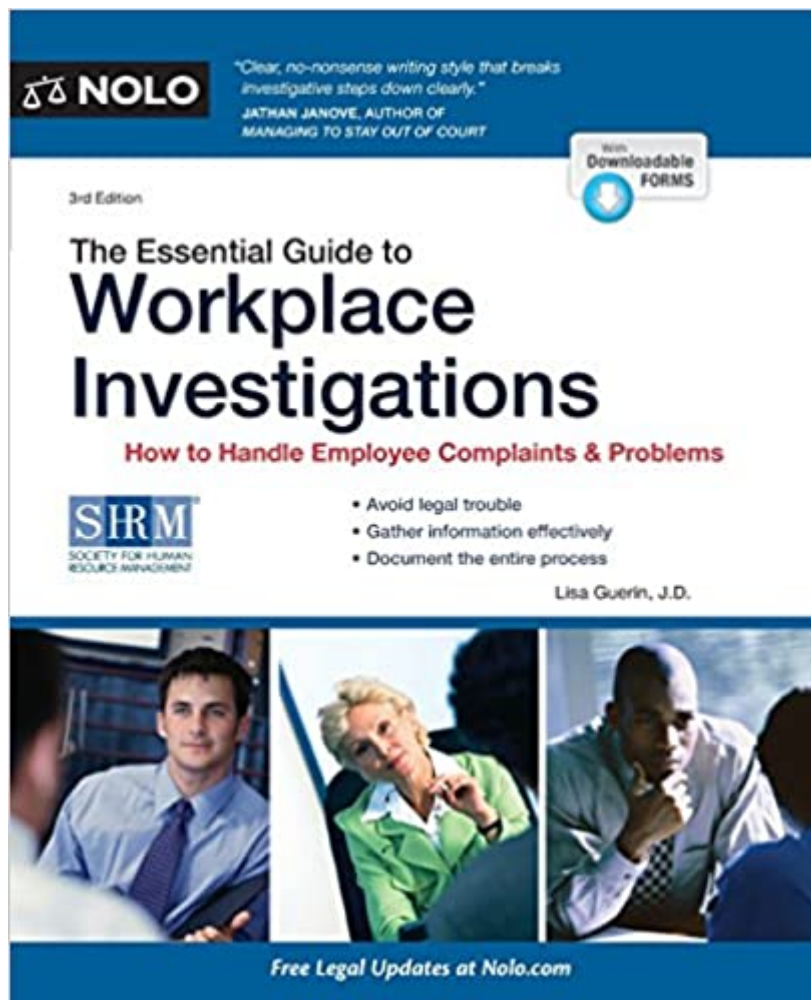


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The Essential Guide To Workplace Investigations: How To Handle Employee Complaints & Problems



Synopsis

Investigate and resolve common workplace complaints and problems. The Essential Guide to Workplace Investigations is both a legal and practical book, packed with tips and strategies that will help you sort out your workplace problems, quickly, and effectively. Use this affordable, step-by-step guide to investigate and resolve every kind of workplace problem, including common issues such as harassment, employee theft, and workplace violence. This thorough guide provides all the plain-English forms, sample policies, checklists, and sample documentation that managers, supervisors, business owners, and human resources professionals need to conduct a successful investigation that will stand up in court. Get the facts on:

- deciding whether to investigate
- choosing an investigator
- interviewing and gathering evidence
- evaluating the evidence
- documenting the investigation
- taking action and following up

This edition of The Essential Guide to Workplace Investigations incorporates the latest legal developments in employment law, including changes to the Americans with Disabilities Act (ADA) and important Supreme Court decisions on discrimination, retaliation, and more. Plus, you'll get all the legal forms you need, as well as sample audio interviews and scenarios. Forms are available to download at nolo.com.

Book Information

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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*

Provides excellent information on how to conduct workplace investigations. This is a musty have desk reference for any VP, Director, or Manager.

Very helpful book. Thanks.

This is a must have book for HR professionals who are involved in investigations. Great resource for all levels - will help you and your organization avoid costly pitfalls.

Comprehensive. Worthwhile resource for employee relations professionals.

Great desk resource. I use it almost daily in my job.

Worthwhile to have

great guidelines

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