

Table of contents

- **Chapter 1 Human Resource Management: Gaining a Competitive Advantage**
- **Part 1 The Human Resource Environment**
- **Chapter 2 Strategic Human Resource Management**
- **Chapter 3 The Legal Environment: Equal Employment Opportunity and Safety**
- **Chapter 4 The Analysis and Design of Work**
- **Part 2 Acquisition and Preparation of Human Resources**
- **Chapter 5 Human Resource Planning and Recruitment**
- **Chapter 6 Selection and Placement**
- **Chapter 7 Training**
- **Part 3 Assessment and Development of HRM**
- **Chapter 8 Performance Management**
- **Chapter 9 Employee Development**
- **Chapter 10 Employee Separation and Retention**
- **Part 4 Compensation of Human Resources**
- **Chapter 11 Pay Structure Decisions**
- **Chapter 12 Recognizing Employee Contributions with Pay**
- **Chapter 13 Employee Benefits**
- **Part 5 Special Topics in Human Resource Management**
- **Chapter 14 Collective Bargaining and Labor Relations**
- **Chapter 15 Managing Human Resources Globally**
- **Chapter 16 Strategically Managing the HRM function**
- **Glossary Photo**
- **Credits Name and Company**
- **Index**
- **Subject Index**