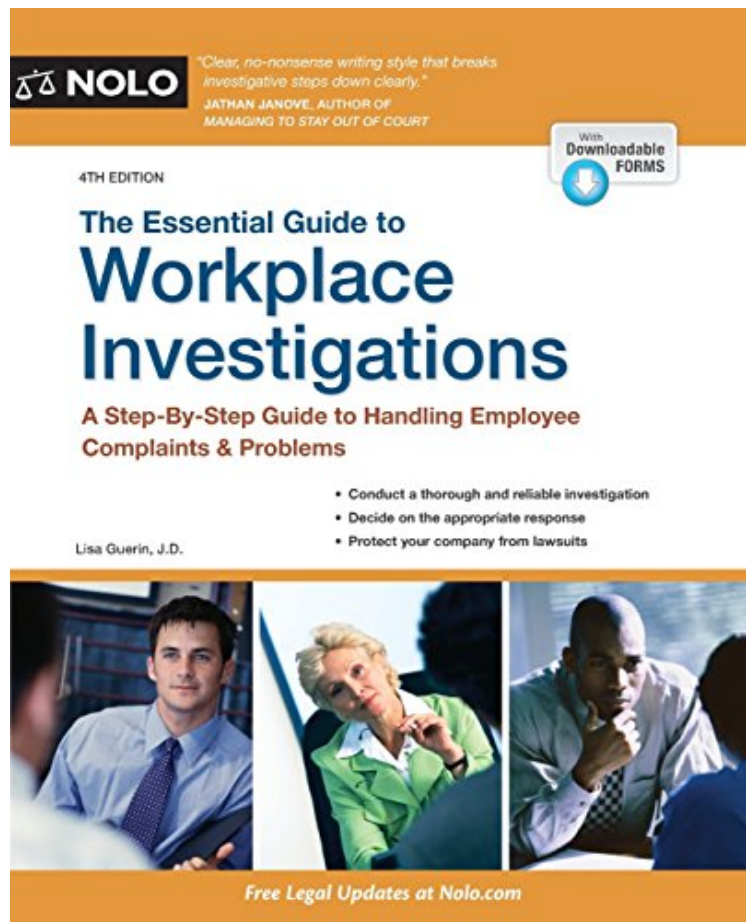


[E-BOOK] Essential Guide to Workplace Investigations, The: A Step-By-Step Guide to Handling Employee Complaints Problems

# Essential Guide to Workplace Investigations, The: A Step-By-Step Guide to Handling Employee Complaints Problems

Lisa Guerin J.D.

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#100659 in Books Lisa Guerin 2016-05-25 Original language: English PDF # 1 9.00 x 1.25 x 7.001, .0 #File Name: 1413322735448 pages Essential Guide to Workplace Investigations The A Step By Step Guide to Handling Employee Complaints Problems | File size: 44.Mb

**Lisa Guerin J.D. : Essential Guide to Workplace Investigations, The: A Step-By-Step Guide to Handling Employee Complaints Problems** before purchasing it in order to gage whether or not it would be worth my time, and all praised Essential Guide to Workplace Investigations, The: A Step-By-Step Guide to Handling Employee Complaints Problems:

0 of 0 people found the following review helpful. Five Stars By Julie Durham Recommend to any professional that is charged with doing workplace investigations. 0 of 0 people found the following review helpful. Five Stars By Customer A MUST HAVE for anyone in HR 0 of 1 people found the following review helpful. Love it! By Bella Perfect for the new or experienced HR Manager.

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.

"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 complaints, 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., ProView About the Author Lisa Guerin, an editor and author specializing in employment law, is author or co-author of several Nolo books, including The Manager's Legal Handbook, and The Essential Guide to Federal Employment Laws. Guerin has practiced employment law in government, public interest, and private practice where she represented clients at all levels of state and federal courts and in agency proceedings. She is a graduate of Boalt Hall School of Law at the University of California at Berkeley.