

How do I deal with problem employees?

Here's your complete office staffing solution!

Your staff is your biggest asset, but staff troubles can be your biggest headache! Now you can hire, train and manage a better, more profitable office staff — with less turnover and fewer hassles. The secret is the MDA's new Staff Matters! Human Resources System. Contents include:

1. MDA HUMAN RESOURCES GUIDEBOOK – explains the A-Z's of human resources laws and regulations in easy-to-understand language — not "legalese"! You'll learn the secrets of successful interviewing; questions you can and can't ask; which benefits to offer; how to give performance appraisals without tears; how to organize employee paperwork; state and federal regulations; how to reward your office "stars" (and get rid of underachievers) — plus tips for hiring an associate; the secrets of avoiding sexual harassment claims; plus much more.

2. SAMPLE EMPLOYEE HANDBOOK – Puts an end to office mismanagement, employee backbiting, squabbling, internal theft, and poor performance! Use "as is" or customize for your office — it's a complete, ready-to-go office manual that sets firm policies and procedures for smoother, more-profitable office operation.

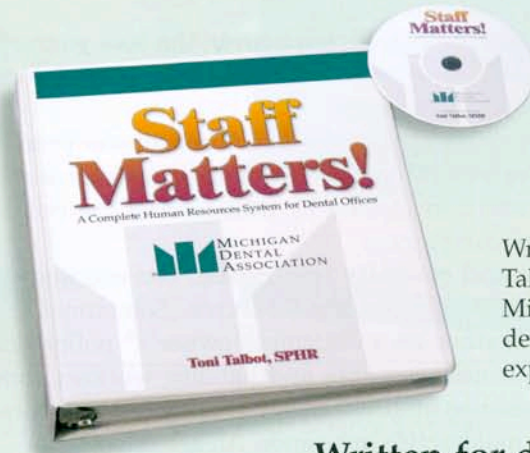
3. EMPLOYMENT FORMS – Included are over 35 of the most-used employment and personnel forms, such as sample job descriptions, want ads, applications, reference checklists, I-9 forms, performance appraisals, pay change forms, discipline, time-off, etc.

4. SPECIAL RESOURCES – Handy "extras" include a procedure checklist for hiring; sample interview questions; orientation checklists; termination checklists; quick guide to human resources laws; more.

5. CD-ROM – Bonus CD-ROM includes the complete Staff Matters! system so you can print or customize the Employee Handbook or any of the Employment Forms as you wish.

6. E-MAIL NEWSLETTER – Sent quarterly to keep you up-to-date on any employment law changes.

Includes sturdy three-ring binder with side pockets, locking clasps, stain-resistant cover, plus heavyweight dividers with deluxe mylar tabs. A bargain at \$199.



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