

Job Descriptions Plus Info Packet

Overview

Importance of Job Descriptions

Job descriptions are an important part of a well-organized company. They offer the basis for clear employer/employee communication and sound HR practices. But even creating one position description from scratch can take hours. Job Descriptions Plus will pay for itself with the first description you implement. This product makes a difficult task straightforward and simple.

Components of Job Descriptions Plus

Job Descriptions Plus, written by legal and HR experts, is much more than job descriptions. It's a resource, an HR expert, and a training tool that not only helps you write effective descriptions but also addresses surrounding Americans with Disabilities Act (ADA) and Fair Labor Standards (FLSA) issues. It includes:

- Hundreds of comprehensive, ready-to-use job descriptions covering most functional areas.
- Job Description Guide, job analysis worksheets, and checklists to help you write new descriptions from scratch and maintain current ones.
- ADA Tools to assist in adding appropriate mental and physical job requirements.
- Exempt/Nonexempt Materials designed to help you apply complex and confusing FLSA tests used in determining who must be paid overtime.
- FLSA Resources provide detailed information regarding exemption issues, how to protect and maintain exempt status, and address common FLSA questions surrounding "hours worked," breaks and time off, calculating overtime, paying employees, and recordkeeping.

Sample Job Descriptions

To view sample descriptions go to www.hrnonline.com and click on the link for Job Descriptions Plus.

Available in Word

Available in Microsoft® Word, Job Descriptions Plus is easy to use and customize.



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Ordering & Contact Information

Job Descriptions Available

A full listing of job descriptions included in this product is viewable on our website.

Functional areas in this product include:

- Administration
- Audit
- Banking
- Customer Service
- Data Processing
- Engineering, Facilities
- Financial Operations
- Food Services
- Healthcare
- Human Resources
- Information Technology
- Insurance
- Marketing
- Production
- Purchasing
- Sales
- Security
- Warehouse

Contact HRN

To check pricing, make an order, or have your questions answered, you can:

- Talk to us from 7:30 AM to 5:00 PM Mountain Time (800)940-7522.
- Visit us online at www.hrnonline.com
- Email us at info@hrnonline.com

About HRN Management Group

Founded in 1989, HRN develops practical and effective HR products that are time tested, content rich, and on the cutting edge of technology. These practical products and services are designed to simplify and improve human resource management and regulatory compliance. HRN's commitment to product excellence and superior customer support distinguishes us from the competition.

HRN's Other HR Solutions

See our complete line of HR solutions at www.hrnonline.com

- Performance Pro
- HR Suite
- Employee Handbook Plus
- Compease

