

## CONTENT

	Page	
Chapter One	What Is Personnel Management?	1
Chapter Two	Organization of Personnel Department	5
Chapter Three	Recruiting	17
Chapter Four	Selection	33
Chapter Five	Interviewing	47
Chapter Six	How to Use Tests Effectively	62
Chapter Seven	Wage and Salary Administration	69
Chapter Eight	Evaluation	79
Chapter Nine	Counseling	90
Chapter Ten	Working with Scientific and Professional People	103
Chapter Eleven	Training	113
Chapter Twelve	Records and Forms	119
Chapter Thirteen	Job Descriptions	126
Bibliography		135
Index		137