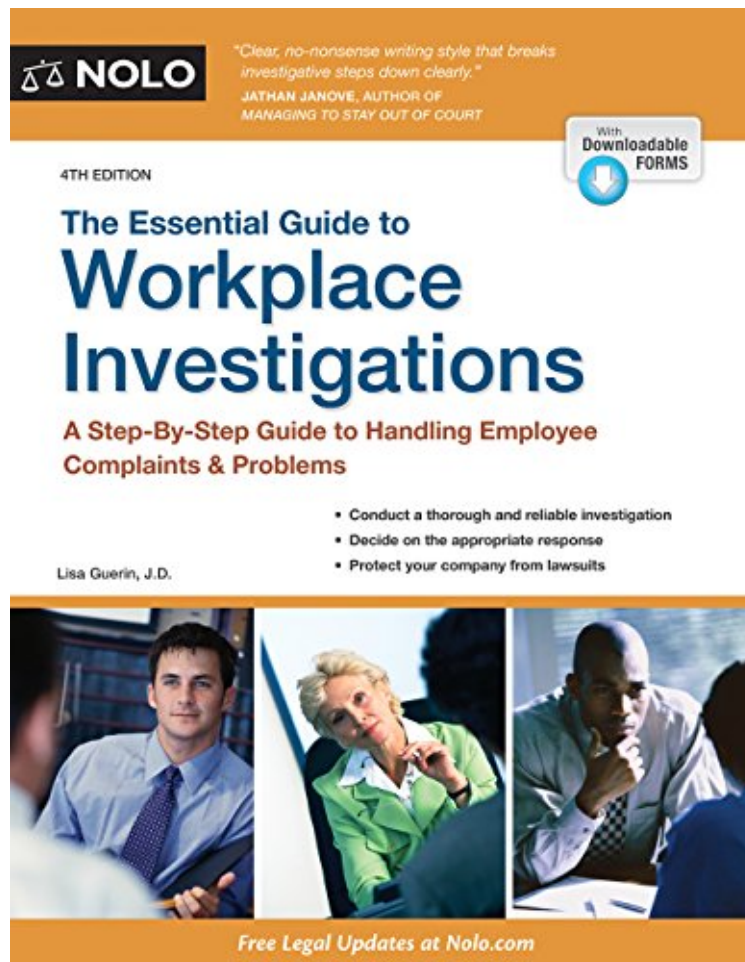


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Essential Guide to Workplace Investigations, The: A Step-By-Step Guide to Handling Employee Complaints Problems

Lisa Guerin

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The Essential Guide to Workplace Investigations will help any manager, supervisor, or Human Resources professional

sort out workplace problems, quickly and effectively. Use this affordable, step-by-step guide to investigate, document, and resolve every kind of workplace problem, from discrimination and harassment to employee theft and workplace violence. Get the facts on: deciding whether to investigate choosing an investigator interviewing and gathering evidence evaluating the evidence documenting the investigation taking action and following up This thorough guide provides all of the forms, sample policies, checklists, and sample documentation that employers need to conduct a successful investigation that will stand up in court. This edition also incorporates the latest legal developments in employment law, including updated 50-state charts on common workplace issues, Supreme Court decisions on discrimination and harassment, and more. Plus, you'll be able to download forms and listen to sample interviews and scenarios online.

"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
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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.