

# HR Essentials

## Reference Binder For Sale

Purchase Price:        \$100 Members  
                              \$150 Non-members  
                              (plus \$9.95 shipping and handling)



As a Human Resources professional, you play an increasingly vital role in your organization's success. Every day, you are in a unique position to control your organization's legal liability through its employment policies and management practices. That's why it's important that you keep one step ahead through timely updates and education.

Purchase the class materials from our popular *HR Essentials* program. If you like what you see, take the HR Essentials 3-day program and **subtract the cost of the binder from the program fee!**

### SUBJECT AREAS INCLUDE:

- Illinois and Federal Employment Laws
- Recruitment, Orientation and Performance Appraisal
- Discipline and Documentation
- Compensation and Benefits
- Payroll and Record Keeping
- Safety and Security

### REFERENCE MATERIALS

- Independent Contractor Checklist
- Record Retention Table
- Exempt vs. Non-Exempt Table
- Sample Interview Form
- Sample Performance Appraisal Form
- OSHA Tables and more!

The cover of the HR Essentials Reference Binder. It features a blue vertical banner on the left with the text "TRAINING & EDUCATION". The main image shows silhouettes of four people standing on a floor made of puzzle pieces. Below the image, the title "HR Essentials" is written in a large, bold font, with "(formerly HR in a Nutshell)" underneath. A descriptive blurb reads: "A comprehensive overview of Human Resource practices and procedures, and the labor and employment law issues vital to your organization's". The logo for The Management Association of Illinois is in the bottom right corner.

NAME \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

### Payment Options

- Check: Made payable to *The Management Association of Illinois*
- Invoice: Send an invoice to the address above. (*Invoice option for member organizations only.*)
- Visa         MasterCard         AmEx

CARD NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

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