

## 2.4: Human Resources Documents

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### Readings

Read the 4 articles attached at the bottom of the page to learn more about how the Human Resources function goes hand in hand with your role as a manager.

Article titles:

- How to Write and Effective Job Description
- New Hire Orientation Process
- Recruitment Sources for Internal and External Hiring
- Top 10 Recruitment Sources for Hiring a New Employee

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