

19.17: Introduction to Essential HR Resources

What you'll learn to do: Identify essential HR-related forms and publications and related resources

There's a form for that! In the life of an HR professional, it can seem like there's a form for everything. Which ones are necessary? Which ones are the most helpful? Which ones, if not completed, are going to cost a small business a big fine?

HR professionals navigate a lot of paperwork, and that doesn't change even when they're employed at a small business. In fact, in a small business, many of the items that an HR professional relies on most—like job descriptions and employee handbooks—need to be created from scratch and updated regularly as the business grows.

If that sounds intimidating, worry not! There are publications and resources out there that help HR professionals stay on top of changing laws and remain strategic partners to small business leaders.

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