

The Top 10 Features That Make BNA's *Human Resources Library* Essential

1 Issue Driven Research
The Topic Navigator gives you access to the *Library* content you need. Simply click on a category to research broader, narrower, and related topics, or just pick a topic from the alphabetical list.

2 HR Policies
Create, update and implement effective HR policies with *HR Policy Handbook* explanations and guidance and BNA-created sample language.

3 News & Updates
Rely on *Bulletin to Management* and *HR Library E-Mail Updates* to keep you informed of HR trends and developments. Scan headlines and read detailed articles to stay a step ahead of changes that affect your business.

4 Federal Compliance
Keep up to date and understand federal employment laws and regulations with the *Library's* expert, timely analysis on a wide variety of topics.

5 State Compliance
Stay current on state employment law requirements with the *Library's* *State Quick Reference Charts* and in-depth *state law summaries* you won't find anywhere else. New *State Compliance Alerts* keep you up to date every week.

6 Job Descriptions
Identify specific job requirements and write comprehensive, appropriate descriptions quickly and easily with the *Library's* massive collection of position descriptions and powerful Q&A format, including interview questions.

7 Fast Answers
Access this user-friendly question-and-answer service for 2,400 succinct, plain-English, expert explanations of dozens of compliance and policy topics.

8 Interactive Forms
Have an all-in-one, up-to-date selection of federal and state forms that you can complete on-screen, save, and recall—plus downloadable state and federal posters.



9 Customer Support
We're here to help! You'll have full access to product support services and training to maximize the value of your subscription to the *Library*.

10 HR Library with Attorney Resources
A new section features *Cases*, an extensive collection of full-text court and administrative decisions on HR issues, and *Practice Tools*, a treasury of checklists and model letters, forms, and policies.

CONTACT your BNA Account Executive
for details on competitive pricing for the *Human Resources Library*.

For the name of your Account Executive,
call BNA Customer Relations at 800-372-1033
M-F 8:30am-7pm ET.



BNA
Essential Information
Expert Analysis

Make the most of your leadership role with BNA's flagship *Human Resources Library*!

Job Descriptions, Model Policies and Performance Review

Fast search for valuable state information

E-mail alerts to keep you informed

More than 2,400 fast, accurate answers to HR questions — exclusively from BNA

Organize the Library the way you like it



“It’s good to know that BNA’s *Human Resources Library* on the Web is at my fingertips whenever I need it. It makes my job so much easier. I can log on from anywhere — even in my downtime, I go on the *Library!*”

Wanda Troutt
Assistant Vice President, Human Resources
Citizens Bank
Philadelphia, PA

“With BNA in our corner, we really know what’s going on in the world of HR.”

Jeffrey Tuttle
Vice President Human Resources
City Public Service
San Antonio, TX

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