

<http://hrlibrary.bna.com>

Productivity Tools You Can Use

HR Library's Productivity Tools, HR Policy Handbook/Model Policies, Performance Review, and Custom Job Descriptions are designed to make your job easier.

HR Policy Handbook/Model Policies provides quick guidance on more than 100 topics for HR professionals responsible for implementing, documenting, and maintaining HR policy and procedures.

1. Click on **HR Policy Handbook/Model Policies**
2. Type a word or phrase in the **Search** box on the *HR Library* banner at the top of the page.
3. Click the radio button next to **This Collection**.
4. Click the **Search** button.

To download and adapt a policy from **HR Policy Handbook/Model Policies**:

1. With a model policy document open, click the **Printer** icon above the full text.
2. In the print window, select **MS Word (RTF) Format**.
3. Click **Print/Display**, and then click **Save** to save a copy of the document on your computer.
4. Click **Open** to view and customize your policy document in your word processor.

Custom Job Descriptions guides you through the process of creating job descriptions, job advertisements, and job interview questions. To create a custom job description:

1. Click **Custom Job Descriptions** on the Productivity Tools list to open the **Job Descriptions** window.
2. Select the type of document you need: **Job Description**.
3. Follow the steps to complete your custom job description: add organization and department information; select and edit roles and responsibilities as needed; select from a comprehensive list of critical competencies; select required education levels or certifications, experience, and skills levels; and select options to complete physical demands and work environment details.
4. Download your job description in your choice of commonly used formats and save it to your computer.

The screenshot shows the Human Resources Library website. At the top, there is a navigation bar with links for HOME, ABOUT, CONTACT US, SITE MAP, FAVORITES, and PREFERENCES. Below this is a search bar with a 'Search' button and a 'SEARCH HISTORY' link. The main content area is divided into several sections: 'PRODUCTIVITY TOOLS' with links to HR Policy Handbook/Model Policies, Performance Review, and Custom Job Descriptions; 'STATES' with a list of states and a search box; 'HR TOPIC NAVIGATOR™' with a list of topics like Benefits, Compensation, Hiring, etc.; 'HR TOPICS BY ALPHABET' with a letter index; 'HR UPDATED' with a 'Bulletin to Management' link and an article about USERRA; and 'GETTING STARTED' with links for Text size, Log in to preferences, and Phone support. On the right side, there are 'QUICK LINKS', 'FAVORITE DOCUMENTS', 'RECENTLY VISITED TOPICS', and 'SPECIAL PROMOTIONS' sections.

Performance Review facilitates the process of generating comprehensive reviews that include ratings, suggestions for feedback in each performance category, and plans for how employees can improve in specific areas. To create a performance review:

1. Click **Performance Review** on the Productivity Tools list to open the window.
2. Select a review form or build your own.
3. Follow the steps to complete your performance review: enter review information; select the rating language; rate the performance competencies; define and rate goals; create the review summary; and set plans for improvement.
4. Download your performance review in your choice of commonly used formats and save it to your computer.

For Additional Help:

- **CALL BNA PLUS** at **800-372-1033** from 8:30am to 7:00pm ET for free research and product support.
- **E-mail BNA PLUS** at **bnaplus@bna.com**



State Guidance

State Quick Reference Charts and State Compliance Alerts keep you current on state employment law requirements:

1. Click on **Sign Up For State Compliance Alerts** for weekly e-mails on changes in the states where you operate.
2. Click on **State Quick Reference Charts** to review employment law requirements in all 50 states and to link to state law summaries.
3. **Enter a state or keyword and click Search** to find specific guidance in state law summaries.

Word Search

Search displays on the *HR Library* banner at the top of all pages.

1. Type words or phrases in the **Search** text box.
2. Click the **Search** button.
3. On the Search Results page, click on linked headings to view documents.
4. For the best coverage on any topic, click a link with a **Topic Page** icon. **Topic Pages** are the editors' choice for the best and most complete coverage on a subject.

Split Screen

Split Screen appears at the top of open documents in *HR Library*.

- Click on **Split Screen** for a two-pane view of contents on the left and full text on the right.
- Navigate the contents by clicking on headings in the left pane
- Click **Full Screen** in either pane to return to a full screen view.

Print Easily

1. To print any open document, click the printer icon above the text to open the print window.
2. Click the Print/Display button to preview your document.
3. Click File, Print at the top of the window to print the document.

Find Answers Fast

Fast Answers provides concise answers to thousands of questions on every day HR topics.

1. Click on **Fast Answers** on the *HR Library* banner.
2. Type a question, word, or phrase in the **Search Fast Answers** box.
3. Click **Search** to see the list of questions that result.
4. Click the questions most relevant to your situation to read the answers.

Stay HR Updated

HR Updated on the *HR Library* home page has everything you need to stay up-to-date in your practice.

- **HR Updated** highlights keep you informed on critical current issues by integrating news, analysis, and source documents. Click any link in an **HR Updated** highlight to access in-depth information.

- Click **What's New This Month** for a quick overview of latest additions to *HR Human Resources Library*.
- Click on **Sign Up For E-Mail Updates** for weekly e-mails on HR developments.
- Click **Bulletin to Management** at the top of **HR Updated** to see issues of the newsletter.

Search More Efficiently

To limit your search

and military and leave
not salary not wage
phrase "annual bonus"

To expand your search

or termination or discharge
wildcard terminate*