

The definitive  
HR solution.

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information, call  
800.372.1033  
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# Human Resources Library

## Top 10 features for effective HR management

- 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 and the NEW State Chart Builder 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 for dozens of compliance and policy topics.
- 8 Interactive Forms**

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.

- 1 **Fast Answers** to more than 2,400 common HR questions — exclusively from BNA
- 2 **Job Descriptions, Model Policies, and Performance Review Tools** help you manage more effectively
- 3 **Quickly search** for valuable state law information, including the NEW State Chart Builder
- 4 **E-mail alerts** keep you informed of the latest HR trends and news
- 5 **Stay up-to-date** with the latest guidance and HR resources



“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

To learn more about BNA Human Resources, contact your BNA Representative at 800.372.1033.



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