

## Online Resources for Supervisors – Personnel Policies, Procedures & Tools

### General Information:

<http://www.fairmeasures.com/ask/enews/default.asp> Free employment law eNews & white papers from Fair Measures, a management legal training company. The site also has toolkits & checklists on legal issues available for purchase. (Another recent discovery, but it looks promising.)

<http://www.hrtools.com/> HR Tools.com – for free registration you can have access to a variety of articles, checklists & forms on HR and supervisory topics. (I haven't spent much time on this site, but at first glance it looks good.)

<http://humanresources.about.com/> About.com's Human Resources channel – consistently good, plain-spoken HR and supervisory info, including free sample policies, letters and forms.

<http://www.mrsc.org/Subjects/Personnel/personnel.aspx> Municipal Research and Services Center of Washington's personnel info table of contents – free information on supervisory and HR practices and laws tailored for Washington State local governments.

<http://www.webjunction.org/supervision> Supervisory & personnel management information from Web Junction, "where library staff gather together to learn." Check out their course catalog, too, under "Personnel Management."

### Interview Tips:

<http://globaldiversitysolutions.typepad.com/latinosatwork/2010/11/how-to-triumph-over-illegal-inappropriate-or-offensive-interview-questions-part-1.html> Series of blog articles (in five short parts) with advice to job seekers on how to gracefully and professionally respond to illegal interview questions. The series does a great job of illustrating how an interviewer's small talk or well-intentioned interview questions could cause legal problems.

<http://www.jobinterviewquestions.org/questions/illegal-questions.asp> Concise and helpful discussion of illegal interview questions and suggested legal alternate questions.

**Accommodations:**

[http://www.adl.org/religious\\_freedom/resource\\_kit/religion\\_workplace.asp](http://www.adl.org/religious_freedom/resource_kit/religion_workplace.asp) Thorough information for both employers & employees on religious accommodation and religious harassment.

<http://askjan.org/Erguide/index.htm> *Employers' Practical Guide to Reasonable Accommodation Under the Americans with Disabilities Act (ADA)* by the Job Accommodation Network (JAN) -- JAN is an excellent resource for ADA accommodation information and will provide free consulting to state & local governments.

<http://www.eeoc.gov/eeoc/publications/backlash-employer.cfm> EEOC publication: *Questions And Answers About Employer Responsibilities Concerning The Employment Of Muslims, Arabs, South Asians, And Sikhs*

**Performance Evaluation Tips:**

[http://www.creighton.edu/fileadmin/user/AdminFinance/HumanResources/docs/Compensation\\_Performance\\_Mgmt/Errors\\_in\\_Performance\\_Evaluations.pdf](http://www.creighton.edu/fileadmin/user/AdminFinance/HumanResources/docs/Compensation_Performance_Mgmt/Errors_in_Performance_Evaluations.pdf) Common errors to avoid in performance evaluations.