

Managing Careers

Authors Manuel London and Stephen A. Stumpf help individuals form career plans and assist organizations in the design and implementation of successful career management systems. Topics include self-assessment and career objectives, career and life stages, career issues for minorities, women and dual career couples, career planning, training and development programs, promotion decisions and staffing support systems. The authors discuss policies and guidelines and explain how staffing decisions and career planning are related to human resource management. 333 pp. \$8.95.

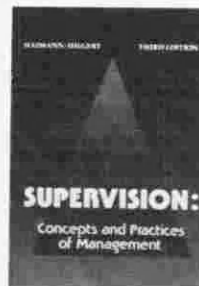
Addison-Wesley Publishing Co.



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Supervision: Concepts and Practices of Management

More than ever before, managers recognize the need for capable, knowledgeable and broadly trained supervisors who can manage their departments competently and efficiently. Theo Haimann and Raymond L. Hilgert focus on the managerial process, examining such functions as planning, organizing, staffing, directing and controlling, and how these relate to the daily job of the supervisor. This book will assist a potential or newly appointed supervisor in analyzing the problems of supervision and offers advice on how to solve the problems. For experienced supervisors, the text can widen horizons and present a challenge for self-assessment. Materials for the text have come from writings and research of scholars in management and the behavioral sciences and from reported experiences of supervisors, managers and administrators. 424 pp. \$19.00. South-Western Publishing Co.

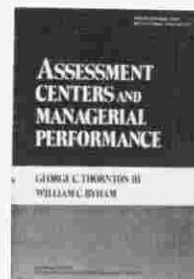


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Assessment Centers and Managerial Performance

Assessment centers represent comprehensive, standardized procedures in which multiple assessment techniques are used to evaluate individual employees. They are a major development in the field of personnel psychology in the last 25 years and are often favored over other assessment practices in the field of industrial-organizational psychology. Authors George C. Thornton III and William C. Byham do not provide a "how-to" book; rather, they take a theoretical and analytical approach. Critical evaluation of assessment center theory, research, technology and practice are presented. They also integrate assessment center procedures into several theories of management and human judgment and describe new models of job analysis, the nature of managerial work and work sample assessment techniques. 458 pp. \$39.00.

Academic Press.



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