

Investigate and resolve common workplace complaints and problems The Essential Guide to Workplace Investigations is both a legal and practical book, packed with tips and strategies that will help you sort out your workplace problems, quickly, and effectively. Use this affordable, step-by-step guide to investigate and resolve every kind of workplace problem, including common issues such as harassment, employee theft, and workplace violence. This thorough guide provides all the plain-English forms, sample policies, checklists, and sample documentation that managers, supervisors, business owners, and human resources professionals need to conduct a successful investigation that will stand up in court. Get the facts on: . deciding whether to investigate . choosing an investigator . interviewing and gathering evidence . evaluating the evidence . documenting the investigation . taking action and following up This edition of The Essential Guide to Workplace Investigations incorporates the latest legal developments in employment law, including changes to the Americans with Disabilities Act (ADA) and important Supreme Court decisions on discrimination, retaliation, and more. Plus, you'll get all the legal forms you need, as well as sample audio interviews and scenarios. Forms are available to download at nolo.com.

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