Human Resources Kit For Dummies

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Max Messmer
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About the Author

Harold M. “Max” Messmer, Jr., is chairman and CEO of Robert Half International, the world’s largest specialized staffing firm. He is one of the foremost experts on human resources and employment issues. Messmer’s entire business is built on the premise that any company’s success is based on the extent to which attracting and keeping outstanding talent is a top priority.

In 2011, Messmer received the prestigious Staffing Innovator Award from Staffing Industry Analysts and was named the Bay Area’s Most Admired CEO in the large public company category by the San Francisco Business Times. In 2010, Messmer was inducted by the San Francisco–based Bay Area Council into its Bay Area Business Hall of Fame.

For the past 26 years, Messmer has served as CEO of Robert Half. He also has served on the boards of numerous major corporations. His community involvement includes service on the University of California, San Francisco (UCSF) Medical Center Executive Council and the Eisenhower Medical Center Board of Directors. He also is a past member of the board of overseers of the Hoover Institution at Stanford University.

Messmer, who began his career as a law firm associate and then partner, was valedictorian of his graduating class at Loyola University and graduated cum laude from the New York University (NYU) School of Law. In 2000, he received the prestigious Alumni Achievement Award from NYU’s Law Alumni Association.

A frequent author, Messmer’s other books in the For Dummies series include Job Hunting For Dummies, 2nd Edition; Managing Your Career For Dummies; and Motivating Employees For Dummies. He also has written countless articles on job seeking, employment, and management topics and is the author of the popular column “Resumania,” distributed by Scripps Howard News Service.

Founded in 1948, Robert Half is a recognized leader in professional consulting and staffing services and is the parent company of Protiviti, a global consulting and internal audit firm. The company’s specialized staffing divisions include Accountemps, Robert Half Finance & Accounting, and Robert Half Management Resources, for temporary, full-time, and senior-level project professionals, respectively, in the fields of accounting and finance; OfficeTeam, for highly skilled temporary administrative support personnel; Robert Half Technology, for information technology professionals; Robert Half Legal, for legal personnel; and The Creative Group, for interactive, design, marketing, advertising, and public relations professionals.

Robert Half International (NYSE: RHI) is a member of Standard & Poor’s widely tracked S&P 500 Index. The company consistently appears on Fortune magazine’s “World’s Most Admired Companies” list, ranking number one in the staffing industry in 2012 (March 19, 2012).
Dedication

To my wife, Marcia, and my sons, Michael and Matthew, and their families, all of whom are my daily reminders that people are the most important source of inspiration — in life and in work.

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In preparing this third edition of *Human Resources Kit For Dummies*, I relied on the advice and assistance of a number of talented individuals whose contributions made this book possible. I want to thank Jeff Wuorio, Allen Scott, and Robert McCauley for their research and recommendations on the fast-changing world of human resources management. I also want to acknowledge the valuable insight of Reesa Staten, senior vice president of corporate communications at Robert Half, and Lynne Smith, director of talent management and staffing at Robert Half. I would be remiss if I didn’t acknowledge those individuals who made the previous editions of *Human Resources Kit For Dummies* possible, most notably Joel Drucker, Barry Tarshis, and Lynn Taylor. In addition, I’m indebted to Stacy Kennedy, acquisitions editor at John Wiley & Sons, Inc., who saw the need to provide new insight on this important subject, and to the editors and reviewers whose efforts carried this third edition through to completion, Elizabeth Kuball and Debra Tenenbaum.

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A final acknowledgment goes to the founder of our company, the late Robert Half, who was a close friend. Bob established a corporate motto years ago: “Ethics First” — two words that continue to be the indispensable cornerstone of any successful business.
Publisher’s Acknowledgments

We’re proud of this book; please send us your comments at http://dummies.custhelp.com. For other comments, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

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