

Time to hire an employee?  
Grow your business?  
We show you how.



If you want to grow your business, you need help. This book guides you step-by-step through everything you need to make the decision to hire, find the right people, and lead & manage your team.

It's all here—the hard stuff like taxes and laws. And the stuff that helps make you, your employees and your business successful. Whether you're just launching your company or have been in business for years, if it's time to hire, you'll want this book to guide your growth.

#### Finding and selecting the right employees

- How much to pay
- Recruiting & advertising
- Interviewing & choosing the best people

#### Managing and motivating

- Becoming the boss
- Leading and communicating
- Personnel policies
- Training

#### The red tape

- Payroll and taxes
- Salaries and benefits
- What's legal, what's not

#### PLUS:

- ✓ Worksheets
- ✓ Sample documents
- ✓ Checklists
- ✓ Success stories of people like you!

The Planning Shop offers a full range of titles to help you achieve business success. Ask your bookseller for other Planning Shop titles, or visit [www.PlanningShop.com](http://www.PlanningShop.com).

#### About the Planning Shop

The Planning Shop specializes in creating business resources for entrepreneurs. The Planning Shop's books and other products are based on years of real-world experience from entrepreneurs, CEOs, investors, lenders, and seasoned business experts. Millions of entrepreneurs have used The Planning Shop's products to launch, run, and expand businesses in every industry.

#### About Rhonda Abrams

Rhonda Abrams has been guiding entrepreneurs and small business owners for over 20 years. As CEO of her own small business, The Planning Shop, she's sold over one million books. Rhonda writes the most widely circulated column on entrepreneurship in the U.S. appearing weekly in [USATODAY.com](http://USATODAY.com) and over 100 newspapers. She lives in Palo Alto, CA.

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Rhonda Abrams

# HIRE

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The entrepreneur's guide to finding, choosing and leading great people



**Rhonda Abrams**

*USA TODAY* columnist  
and best-selling author of  
*The Successful Business Plan:  
Secrets & Strategies*