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a quick guide to human resource testing is a quick reference guide for human resource hr practitioners who use or plan to use assessment instruments in any context it includes explanations tips case studies and suggestions to help practitioners get the most out of their hr testing those in charge of recruiting and selecting new staff face a decision making process that needs to be responsible in its implementation and to produce a positive and wide ranging outcome the cost of a wrong selection decision has been estimated to be anywhere between one and a half times and five times the salary of the job in question studies have shown that appropriate assessment tools enhance the chances of making good selection and recruitment decisions testing is also important to the hr practitioner in a variety of other contexts including team building change management and ongoing organisational needs good practice and

appropriate use of tests are as vital to these areas as they are in the selection and recruitment of staff

many health problems that healthcare practitioners encounter derive from or are complicated by alcohol use disorders aud four approved medications that treat aud make treatment in primary care a viable adjunct or alternative to specialty care with many potential advantages screening for and providing brief interventions to treat aud in general medical settings promote healthy life choices and increase the likelihood of recovery especially for patients who have not yet progressed to chronic alcohol dependence those with comorbid medical disorders being treated in these settings and those who otherwise would not seek or receive treatment for their aud this report provides a resource to assist the health care provider in this effort illus

the primary audience for this tip is administrators of outpatient substance abuse treatment programs a few words about this audience are in order whereas tip 8 addressed intensive outpatient treatment the current tip drops the word intensive from its title because the consensus panel hopes that this tip will find an audience beyond administrators of iot programs most of the concepts and guidelines included in this tip apply to the administration of all substance abuse outpatient treatment ot programs on those rare occasions when information applies only to iot programs the authors have been sure to make this clear although the term administrator is used most often to describe the audience for this book the terms executive and director appear as well and are used interchangeably with administrator these overlapping terms emphasize the varied roles and responsibilities that administrators assume

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