Reference & Fact Finding

**Applying Psychology in Business** [BF 637 .B73]
Covers foundations of applied psychology, applied measurement and legal guidelines, analyzing jobs, staffing, assessment—advancement and reward, career planning and training, optimizing the organization, dealing with stress, and managing safety and security.

"definitions and explanations of the key concepts...of human resource management." Brief bibliographies included.

**Business Statistics of the United States** [REF HC 101 .A13122]

**Complete Human Resources Writing Guide** [REF HF 5549.5 .C6 A75]
How-to-do-it guidelines on writing with more than 100 actual samples of HR documents.

**CQ Researcher**
Online access to weekly reports that provide background information on current topics of widespread interest. Designed as a starting place for research, each issue contains analysis, charts, a chronology, statistics, pro-con discussions, and an annotated bibliography. Past topics include "American With Disabilities Act", "Discrimination", "Drug Testing", "Employment and Unemployment", "Health Insurance", "Individual Retirement Accounts", "Job Stress", "Job Training", "Retirement" and "Women-Employment".

**Dictionary of Personnel Management and Labor Relations** [REF HF 5549 .A23 S52]
Though published in 1980, this dictionary is still useful and handy in that it provides brief entries covering important terms, people, and court cases of interest to those in the field of Human Resource Management.

**Encyclopedia of Careers and Vocational Guidance** (4 vols.) [REF HF 5381 .E52]
Overviews of industries (Vol. 1) that include statistics on current employment, production and outlook for various career fields and career articles (Vol. 2 -5) that contain an overview, history, duties, education and other requirements, earnings, work environment and outlook.

**Findlaw.com** [http://lawcrawler.findlaw.com]
Links to a wide range of labor and employment issues. Includes links to the full-text of federal statutes and regulations.

**Issues and Controversies**
Provides analysis for more than 250 controversial topics. Includes basic facts, historical and statistical information, pro/con discussions, selected historical source documents, maps and graphics, and sources for additional research. (1995-Current)
Occupational Outlook Handbook
Each job entry provides a description of the work, working conditions, employment outlook, training and other qualifications needed, earnings, related occupations, and sources for additional information. Print version available [REF HF 5382.5 .U5 O33 2015]

Books & Articles

**WorldCat Discovery** is a single search box on the Library’s homepage that searches:

- All library-owned print books, including textbooks and reserves
- Millions of ebooks through eBook Central, Google Books, and the Hathi Trust Digital Library
- Journal articles, conference papers and newspaper articles from most of the Library’s databases
  - Some databases are better suited to being searched directly (see the next section)
- And books and articles outside of our library by selecting *Libraries Worldwide*
  - Request items from other libraries using the “Request Items” button

Simply enter your terms into the single search box on the Library home page, and click Search. Use the resulting options (print book or article; date range; author, etc.) on the left of the results page to refine your search.

**ONE SEARCH TO FIND THEM ALL**

Browse the Call Numbers of print books (find and look around the below locations in the book shelves):

HF 554 - 5549; HD 31 - 58 - Human Resources and Personnel Management
HD 8840-8850 - Industrial Relations
HF 5387 - Business Ethics
HF 5630 - 5660 - Labor Laws and Legislation
HD 4928 - Compensation Management
HD 4903; KF 3464-3469 - Discrimination in employment--Law and legislation

Specific Subject Heading Searching: For example: Enter “su:(business ethics)” in WorldCat Discovery

**Personnel Management** (Notice that this is not the term that is most commonly used to describe this concept, yet it is the correct subject heading. A subject search for “human resources” will yield no results.)

**Business Ethics**
**Social Responsibility of Business**
**Labor and Laboring classes**
**Labor laws**
**Compensation management**
**Discrimination in employment**
**Trade-unions**
**Trade and professional associations**
Other Article Databases

WorldCat Discovery searches MOST of the library databases. Those listed here are either NOT available via WorldCat Discovery or contain content that must be found or are better found directly in the relevant database. Each database below will include a note indicating not found (NF) or better found (BF).

If you cannot access the full text of an article in these databases, place an Interlibrary Loan/Document Delivery request.

**Business Source Elite** (BF – Especially for Company Profiles and SWOT)
Full-text coverage of scholarly business, management and economics journals. Also includes Company Profiles with SWOT analysis.

**Nexis Uni** (NF)
News, company and industry information, financial information, and full text articles.

**Great Websites!**

**Evaluating Web Sites**

Look under link "People Who Work For You" for essays, checklists and other tools regarding recruitment and hiring, payment, benefits, rules and regulations, and terminating employees.

**Employment and Benefits Law** [www.willyancey.com/emp_law.htm]
Links to many resources on such topics as employment law, labor-management relations, labor standards, employee rights and responsibilities.

**Findlaw** [http://www.findlaw.com]
Search Findlaw's "Human Resources" or the State Law Resources section to search your state's web sites for information on employment and licensing regulations.

**HR Guide.Com** [www.hr-guide.com]
Extensive list of well-organized links to "internet based resources for HR professionals and students."

**Employment and Labor Law** [http://www.lectlaw.com/temp.html]
Web resources and articles covering age discrimination in employment, all of the civil rights legislation, the glass ceiling commission, Americans With Disabilities statutes, the Fair Labor Standards Act, whistle-blowing support, unions today, and employment law.

**Law At Work** [http://www.lawatwork.com/]
Look at current labor laws, such as OSHA, but consider drug testing at work, violence in the workplace, unemployment questions, sexual harassment issues, affirmative action, and much more.

**Occupational Outlook Handbook** (U.S. Department of Labor) [REF HF 5382.5 .U5 O33 2015]
Descriptions for 253 jobs and details earnings, training and education, working conditions, and related jobs.

**Occupational Information Network (O*Net)** Department of Labor [http://online.onetcenter.org/]
Replacing the Dictionary of Occupational Titles “The O*NET database includes information on knowledge, skills, abilities, work activities, and interests associated with occupations.” Use this for a variety of human resources functions, such as developing job orders and position descriptions and aligning training with current workplace needs.

**SHRM Online** [http://www.shrm.org]
The Society for Human Resource Management provides a vast amount of information related to Human
Resources, from online publications to HR job openings around the country to an information center and library of white papers, model surveys, questionnaires, and job descriptions.