

google employee handbook pdf

google employee handbook pdf is a valuable resource that provides insight into Google's corporate culture, workplace policies, and employee expectations. This comprehensive document serves as a guide for both new hires and existing employees, outlining standards related to conduct, benefits, diversity, and work-life balance. Accessing the google employee handbook pdf can help individuals understand Google's approach to fostering innovation while maintaining a supportive work environment. Moreover, it highlights the company's commitment to ethical behavior, inclusivity, and professional growth. This article explores the key elements of the google employee handbook pdf, its significance in the tech industry, and practical ways it benefits employees and the organization. Readers will also find detailed sections about the handbook's structure, accessibility, and how it aligns with Google's overall mission and values.

- Understanding the Purpose of the Google Employee Handbook PDF
- Key Sections Included in the Google Employee Handbook PDF
- Importance of the Google Employee Handbook PDF for Employees
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- Impact of the Handbook on Company Culture and Employee Relations

Understanding the Purpose of the Google Employee Handbook PDF

The google employee handbook pdf is designed to communicate Google's workplace policies and cultural ethos clearly and effectively. It acts as an official reference for employees to understand company expectations, operational procedures, and their rights and responsibilities. This document establishes a transparent framework that supports consistent decision-making and helps prevent misunderstandings or conflicts. Furthermore, the handbook promotes a unified approach to compliance with legal and ethical standards across all levels of the organization.

Guiding Principles and Corporate Values

At the core of the google employee handbook pdf are guiding principles that reflect Google's mission to organize the world's information and make it universally accessible and useful. The handbook emphasizes innovation, respect, inclusivity, and continuous learning. These values are embedded within every policy and are intended to foster a collaborative and dynamic work environment.

Policy Communication and Employee Engagement

The handbook serves as a critical tool for communicating important updates and changes in policies. By providing clear documentation, Google ensures that employees are well-informed and engaged with company standards. This proactive communication helps reinforce expectations and encourages a culture of accountability.

Key Sections Included in the Google Employee Handbook PDF

The google employee handbook pdf is structured into several comprehensive sections that cover a wide range of workplace topics. Each section is crafted to address specific areas of employee experience and company operations, ensuring clarity and thoroughness.

Workplace Conduct and Ethics

This section outlines acceptable behaviors, conflict resolution methods, and anti-discrimination policies. It stresses the importance of maintaining a respectful and professional atmosphere and details procedures for reporting grievances or unethical conduct.

Benefits and Compensation

Information about healthcare, retirement plans, paid time off, and other employee benefits are detailed here. The handbook clearly explains eligibility criteria, enrollment processes, and how to maximize available resources.

Performance and Career Development

Google places a strong emphasis on employee growth. This part of the handbook describes performance review processes, feedback mechanisms, and opportunities for training and advancement within the company.

Health, Safety, and Wellness

Ensuring employee well-being is a priority. The handbook includes guidelines on workplace safety, mental health resources, and wellness programs designed to support a balanced lifestyle.

Use of Company Resources and Confidentiality

Policies related to the appropriate use of technology, data privacy, and protection of intellectual property are thoroughly explained. Employees are made aware of their responsibilities regarding company assets and sensitive information.

Importance of the Google Employee Handbook PDF for Employees

The google employee handbook pdf is more than just a policy document; it is a vital resource that empowers employees by providing clarity and security in their roles. Understanding the handbook helps employees navigate complex workplace scenarios with confidence and compliance.

Promoting Consistency and Fairness

By standardizing policies and procedures, the handbook ensures that all employees are treated equitably. This consistency is essential for fostering trust and fairness within the workplace.

Supporting Legal Compliance

The handbook assists both employees and management in adhering to labor laws and regulations, reducing the risk of legal disputes. It acts as a protective measure for the company and its workforce.

Enhancing Employee Satisfaction and Retention

Clear communication of benefits, expectations, and support systems contributes to higher job satisfaction. Employees who understand their rights and opportunities are more likely to remain engaged and committed to the company.

How to Access and Use the Google Employee Handbook PDF

Accessing the google employee handbook pdf is typically facilitated through Google's internal employee portal or human resources department. The document is updated regularly to reflect policy changes and evolving company priorities.

Obtaining the Handbook

New hires often receive a copy of the handbook during onboarding, either digitally or in print. Existing employees can access the latest version via secure company platforms to stay informed.

Best Practices for Using the Handbook

Employees are encouraged to review the handbook thoroughly and refer to it whenever questions arise about workplace policies or procedures. Regular consultation ensures adherence and helps employees make informed decisions.

Training and Support

Google often supplements the handbook with training sessions, FAQs, and HR support to help employees understand and apply the policies effectively. This comprehensive approach reinforces the practical value of the handbook.

Impact of the Handbook on Company Culture and Employee Relations

The google employee handbook pdf plays a significant role in shaping Google's workplace culture and enhancing employee relations. It serves as a foundational document that supports transparency, mutual respect, and collaboration.

Fostering an Inclusive Environment

The handbook's emphasis on diversity and inclusion helps create a welcoming atmosphere where all employees feel valued and respected. This commitment attracts top talent and promotes a positive reputation.

Building Trust and Accountability

Clear policies and open communication channels establish trust between employees and management. The handbook outlines accountability measures that encourage responsible behavior and ethical conduct.

Supporting Innovation through Structure

While Google is known for its innovative culture, the handbook provides necessary structure that balances creativity with operational discipline. This balance enables sustainable growth and continuous improvement.

- Clear communication of expectations and policies
- Promotion of fairness and legal compliance
- Support for employee well-being and professional growth
- Contribution to a positive and inclusive workplace culture

Frequently Asked Questions

Where can I find the Google employee handbook PDF?

The Google employee handbook is not publicly available as an official PDF. It is typically distributed internally to employees through Google's HR or intranet systems.

Is the Google employee handbook available online as a PDF for public download?

No, the official Google employee handbook is not available for public download. Any PDFs found online are usually unofficial or leaked versions.

What topics are covered in the Google employee handbook?

The Google employee handbook typically covers company policies, code of conduct, benefits, workplace culture, diversity and inclusion, performance expectations, and compliance guidelines.

Why does Google keep its employee handbook confidential?

Google keeps its employee handbook confidential to protect proprietary information, maintain competitive advantage, and ensure that employees receive updated and accurate policy details internally.

Are there any publicly shared excerpts or summaries of the Google employee handbook PDF?

While the full handbook is not public, some summaries and excerpts have been shared by former employees or in articles discussing Google's work culture and policies.

How does Google update its employee handbook PDF?

Google regularly updates its employee handbook through internal review processes to reflect changes in laws, company policies, and workplace culture. Updates are communicated internally to employees.

Can non-Google employees access a version of the Google employee handbook for educational purposes?

There is no official access for non-employees, but some educational resources and case studies discuss Google's policies and culture based on publicly available information.

Are there any legal considerations regarding sharing Google's employee handbook PDF?

Yes, sharing Google's employee handbook without authorization may violate confidentiality agreements and intellectual property laws, so unauthorized distribution is discouraged.

Additional Resources

1. *Work Rules!: Insights from Inside Google That Will Transform How You Live and Lead*

This book by Laszlo Bock, former SVP of People Operations at Google, offers an insider's perspective on the innovative HR practices that helped shape Google's culture. It delves into hiring, management, and employee empowerment strategies, providing actionable advice for leaders and employees alike. The book emphasizes transparency, trust, and data-driven decision-making in building a successful workplace.

2. *How Google Works*

Written by Eric Schmidt and Jonathan Rosenberg, two of Google's top executives, this book reveals the management philosophy behind Google's success. It explores how culture, strategy, talent, and innovation intersect at one of the world's most admired companies. Readers gain insights into leadership, decision-making, and fostering creativity within organizations.

3. *The Google Way: How One Company Is Revolutionizing Management As We Know It*

This book by Bernard Girard examines Google's unique approach to management and organizational structure. It highlights how Google's culture of openness, collaboration, and experimentation drives productivity and innovation. The author also discusses lessons other companies can learn from Google's practices.

4. *Behind the Google Curtain: The Employee Handbook Decoded*

A comprehensive guide that explores the principles and policies outlined in Google's employee handbook. It offers practical interpretations of Google's workplace rules, ethics, and expectations. This book serves as a useful resource for understanding the company's internal culture and operational norms.

5. *Google's People Operations: Building a Culture of Innovation*

Focusing on Google's People Operations team, this book details the strategies used to recruit, retain, and develop top talent. It covers performance management, employee benefits, and the role of data analytics in HR decisions. The narrative provides a behind-the-scenes look at how Google maintains its competitive edge through people management.

6. *The Culture Code: The Secrets of Highly Successful Groups*

While not exclusively about Google, this book by Daniel Coyle explores the dynamics that make groups like Google's teams thrive. It analyzes communication, trust, and psychological safety as pillars of a strong organizational culture. The insights are applicable to companies looking to replicate Google's collaborative environment.

7. *Workplace Transparency: Lessons from Google's Employee Handbook*

This book investigates the role of transparency in Google's corporate culture as reflected in its employee handbook. It discusses how open communication policies contribute to employee satisfaction and innovation. The author provides practical advice on implementing transparency in various workplace settings.

8. *Innovative HR Practices: Inside Google's Employee Handbook*

An analytical look at the progressive HR policies documented in Google's employee handbook. The book highlights how flexibility, autonomy, and continuous feedback are integrated into daily work life. It also explores the impact of these policies on employee motivation and company performance.

9. *Leading with Data: Google's Approach to People Management*

This title focuses on Google's use of data analytics in managing its workforce, as outlined in its employee handbook and related resources. It details how metrics and research influence hiring, promotion, and employee development decisions. The book is ideal for HR professionals seeking to adopt evidence-based management practices.

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Google Employee Handbook: Unlocking the Secrets to Search Engine Domination

Ever wondered what makes Google tick? What are the actual strategies and tactics Google employees use to conquer search engine results? You're frustrated with inconsistent rankings, struggling to understand algorithm updates, and feeling lost in the vast world of SEO. You're pouring time and resources into your online presence, but the results just aren't there. You crave the insider knowledge, the real playbook, to finally achieve sustainable, top-tier search visibility.

This ebook, "Google's Secret Sauce: Decoding the Algorithm for SEO Success," provides precisely that. It unveils the underlying principles behind Google's ranking factors, offering a practical guide to implement proven strategies for optimizing your website and dominating search engine results pages (SERPs).

Contents:

Introduction: Understanding Google's Mission and SEO Fundamentals
Chapter 1: Decoding Google's Algorithm: Key Ranking Factors
Chapter 2: On-Page Optimization: Mastering Content and Technical SEO
Chapter 3: Off-Page Optimization: Building Authority and Backlinks
Chapter 4: Keyword Research and Strategy: Identifying High-Value Targets
Chapter 5: Content Strategy: Creating Engaging and Authoritative Content
Chapter 6: Technical SEO: Site Speed, Mobile-Friendliness, and Schema
Chapter 7: Measuring and Analyzing Your Results: Tracking Key Metrics
Chapter 8: Adapting to Algorithm Updates: Staying Ahead of the Curve
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Google's Secret Sauce: Decoding the Algorithm for SEO Success

Introduction: Understanding Google's Mission and SEO Fundamentals

Google's primary mission is to organize the world's information and make it universally accessible and useful. This mission directly impacts SEO. Understanding this fundamental goal helps you align your website's content and structure with Google's expectations. SEO is not about "tricking" the algorithm; it's about creating a high-quality website that provides genuine value to users. This introduction covers core SEO concepts: keywords, search intent, user experience (UX), and the importance of high-quality content. It lays the foundation for understanding the more complex aspects of the Google algorithm explored in subsequent chapters.

Chapter 1: Decoding Google's Algorithm: Key Ranking Factors

This chapter dives deep into the key ranking factors that Google considers when determining a website's search ranking. It goes beyond simple keyword stuffing and explores the complexities of:

Relevance: How closely your content matches the user's search query. This includes analyzing search intent (informational, navigational, transactional) and ensuring your content directly addresses the user's needs.

Authority: The trustworthiness and credibility of your website, established through high-quality backlinks from reputable sources. We'll discuss the importance of domain age, brand reputation, and editorial links.

Expertise: Demonstrating in-depth knowledge and understanding of your niche. This involves showcasing your expertise through well-researched and informative content.

Content Quality: Google prioritizes high-quality, original, and engaging content. This chapter provides guidelines on creating content that satisfies Google's E-A-T (Expertise, Authoritativeness, Trustworthiness) guidelines.

Technical SEO: The technical aspects of your website, including site speed, mobile-friendliness, and schema markup, play a crucial role in ranking. We'll explore how to optimize these elements to enhance user experience and signal to Google that your website is high-quality.

User Experience (UX): A positive user experience is essential. This includes aspects such as site navigation, readability, and overall usability. A website with a poor UX is unlikely to rank well, regardless of its content quality.

Chapter 2: On-Page Optimization: Mastering Content and Technical SEO

On-page optimization focuses on optimizing elements within your website to improve search rankings. This chapter delves into:

Keyword Optimization: Strategic placement of keywords within your content, including title tags, meta descriptions, headings, and body text. We'll explore best practices for keyword research and implementation, avoiding keyword stuffing.

Content Optimization: Creating high-quality, engaging, and informative content that satisfies user search intent. This includes focusing on readability, using visuals, and incorporating internal links.

Title Tag Optimization: Crafting compelling and informative title tags that accurately reflect your page's content and incorporate relevant keywords.

Meta Description Optimization: Writing persuasive meta descriptions that entice users to click through from the SERPs.

Header Tag Optimization (H1-H6): Structuring your content using header tags to improve readability and signal to Google the hierarchy of your content.

Image Optimization: Optimizing images with descriptive alt text and appropriate file sizes to improve both UX and SEO.

URL Optimization: Creating clear, concise, and keyword-rich URLs that reflect the content of your page.

Schema Markup: Implementing schema markup to provide Google with additional context about your website and content.

Chapter 3: Off-Page Optimization: Building Authority and Backlinks

Off-page optimization focuses on activities outside your website that influence its search ranking. This chapter emphasizes:

Backlink Building: Acquiring high-quality backlinks from reputable and relevant websites. We'll discuss ethical backlink strategies, including guest blogging, broken link building, and resource page outreach.

Social Media Marketing: Leveraging social media platforms to increase brand awareness and drive traffic to your website.

Online Reputation Management: Monitoring and managing your online reputation to ensure that your brand is portrayed positively.

Brand Building: Developing a strong brand identity that resonates with your target audience. This includes building a consistent brand voice and presence across all online platforms.

Citation Building: Listing your business on relevant online directories and citation sites.

Public Relations: Securing positive media coverage and press releases to improve your brand's visibility and authority.

Chapter 4: Keyword Research and Strategy: Identifying High-Value Targets

This chapter focuses on identifying and targeting high-value keywords that align with your business goals. We'll explore various keyword research tools and strategies:

Keyword Research Tools: Using tools like Ahrefs, SEMrush, and Google Keyword Planner to identify relevant keywords with high search volume and low competition.

Long-Tail Keywords: Targeting longer, more specific keyword phrases that have less competition but higher conversion rates.

Keyword Mapping: Organizing keywords into thematic groups and assigning them to relevant pages on your website.

Competitor Keyword Analysis: Analyzing your competitors' keywords to identify opportunities for your own website.

Search Intent Analysis: Understanding the intent behind user searches to create content that directly addresses their needs.

Chapter 5: Content Strategy: Creating Engaging and Authoritative Content

This chapter provides a framework for developing a robust content strategy that attracts and engages your target audience. We'll discuss:

Content Pillars: Identifying core topics relevant to your business and creating comprehensive content around them.

Content Clusters: Creating a network of interconnected content pieces that build upon each other and reinforce your expertise.

Content Formats: Exploring different content formats, including blog posts, videos, infographics, and podcasts, to engage your audience in various ways.

Content Promotion: Strategically promoting your content through social media, email marketing, and other channels.

Content Repurposing: Reusing existing content in new and creative ways to maximize its reach and impact.

Chapter 6: Technical SEO: Site Speed, Mobile-Friendliness, and Schema

This chapter explores the technical aspects of SEO, ensuring your website is optimized for both search engines and users. We'll cover:

Website Speed Optimization: Improving your website's loading speed using various techniques, including image compression, code optimization, and caching.

Mobile-Friendliness: Ensuring your website is responsive and provides a seamless experience across all devices.

XML Sitemap: Creating and submitting an XML sitemap to help Google crawl and index your website's pages.

Robots.txt: Using robots.txt to control which pages Google can crawl.

Structured Data (Schema Markup): Implementing schema markup to enhance your website's search results and provide additional context to Google.

HTTPS: Ensuring your website uses HTTPS to secure your data and improve your ranking.

Chapter 7: Measuring and Analyzing Your Results: Tracking Key Metrics

This chapter emphasizes the importance of tracking key SEO metrics to measure your progress and make data-driven decisions. We'll cover:

Google Analytics: Using Google Analytics to track website traffic, user behavior, and conversion rates.

Google Search Console: Using Google Search Console to monitor your website's performance in Google search results, identify indexing issues, and track backlinks.

Keyword Ranking Tracking: Tracking your keyword rankings over time to measure the effectiveness of your SEO efforts.

Backlink Analysis: Analyzing your backlinks to identify high-quality links and address any potentially harmful links.

Conversion Tracking: Tracking conversions to measure the effectiveness of your SEO efforts in driving desired actions, such as sales or lead generation.

Chapter 8: Adapting to Algorithm Updates: Staying Ahead of the Curve

Google regularly updates its algorithm, so it's crucial to stay informed and adapt your SEO strategy accordingly. This chapter will provide strategies for:

Monitoring Algorithm Updates: Staying up-to-date on algorithm changes and their potential impact on your website.

Adapting Your SEO Strategy: Adjusting your SEO strategy to account for algorithm updates and maintain your search rankings.

Staying Informed: Utilizing industry resources and news sources to stay ahead of the curve.

Building a Resilient SEO Strategy: Creating an SEO strategy that is adaptable to changes in the search landscape.

Conclusion: Building a Sustainable SEO Strategy for

Long-Term Success

This conclusion summarizes the key takeaways from the ebook and provides a framework for building a sustainable SEO strategy for long-term success. It emphasizes the importance of continuous learning, adaptation, and consistent effort in achieving and maintaining top search rankings.

FAQs

1. Is this ebook suitable for beginners? Yes, the ebook is written to be accessible to both beginners and experienced SEO professionals.
2. What tools are mentioned in the ebook? The ebook mentions several popular SEO tools, including Google Analytics, Google Search Console, Ahrefs, and SEMrush.
3. How often should I update my SEO strategy? You should regularly review and update your SEO strategy, ideally at least quarterly, to account for algorithm changes and evolving search trends.
4. What is the focus of the ebook – technical SEO or content SEO? The ebook covers both technical and content SEO comprehensively, recognizing their interconnectedness.
5. Can I use this ebook for any type of website? The principles outlined in the ebook apply to most types of websites, including blogs, e-commerce sites, and corporate websites.
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9. What if Google changes its algorithm after I buy this ebook? The underlying principles of SEO, which this ebook teaches, remain relatively consistent. Adaptability and continuous learning are vital.

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markup to improve your website's visibility in search results.

8. Understanding Search Intent: Creating Content That Converts: A focus on understanding user search intent to create highly relevant content.

9. Advanced SEO Techniques for Long-Term Success: Exploring advanced SEO strategies for long-term sustainable growth and improved rankings.

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google employee handbook pdf: *The Knowledge Services Handbook* Guy St. Clair, Barrie Levy, 2019-11-18 Knowledge services converges information management, knowledge management (KM), and strategic learning into a single enterprise-wide discipline for the benefit of the business or organization in which it is practiced. As the strategic framework for strategic management, knowledge services leads to excellence in knowledge sharing and ultimately to shaping the organization as a knowledge culture. This book provides prescriptive direction for the professional work of the knowledge strategist, who is the organization's management/leader with responsibility, authority, and accountability for the success of the organization's knowledge domain. Wisely optimistic, with helpful hints for the management of knowledge services. Frances Hesselbein, Presidential Medal of Freedom recipient, former CEO, Girl Scouts of the USA Devotedly 'Druckerian' in outlook, the St. Clair and Levy book rightly emphasizes the leadership and organizational cultural aspects of enterprise knowledge, constants that do not change rapidly, and that constitute much of the difference between success and failure. Timothy Wood Powell, President, The Knowledge Agency and Author, *The Value of Knowledge*

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the core mechanisms that shape it. Written by leading experts, chapters offer perspectives from across law, regulatory studies, management science, criminology, economics, sociology, and psychology. This volume is the definitive and comprehensive account of compliance.

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shared understanding of the realities of a state, to support the redesign of institutions, and improve the quality of public administration.†? —James Robinson, University of Chicago, coauthor of *Why Nations Fail*

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reports, and academic studies, authors Victoria Gordon and Beth M. Rauhaus utilize relevant and cutting-edge research in their exploration of parental leave, and they enrich this research with the individual stories of ordinary working parents as well as those who choose not to have children. Assuming no prior specialized knowledge, this book can be assigned on a variety of undergraduate and graduate courses in politics, public policy, public administration, gender studies, and human resource management, and will equally be of interest to parents, policy makers, and C-suite managers.

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security standards, such as the ISO27k family of standards. If you're looking to ensure that your company's data conforms to these standards, *Cybersecurity and Privacy Law Handbook* has got you covered. It'll not only equip you with the rudiments of cybersecurity but also guide you through privacy laws and explain how you can ensure compliance to protect yourself from cybercrime and avoid the hefty fines imposed for non-compliance with standards. Assuming that you're new to the field, this book starts by introducing cybersecurity frameworks and concepts used throughout the chapters. You'll understand why privacy is paramount and how to find the security gaps in your company's systems. There's a practical element to the book as well—you'll prepare policies and procedures to prevent your company from being breached. You'll complete your learning journey by exploring cloud security and the complex nature of privacy laws in the US. By the end of this cybersecurity book, you'll be well-placed to protect your company's data and comply with the relevant standards. What you will learn

- Strengthen the cybersecurity posture throughout your organization
- Use both ISO27001 and NIST to make a better security framework
- Understand privacy laws such as GDPR, PCI CSS, HIPAA, and FTC
- Discover how to implement training to raise cybersecurity awareness
- Find out how to comply with cloud privacy regulations
- Examine the complex privacy laws in the US

Who this book is for If you're a seasoned pro with IT security and / or cybersecurity, this book isn't for you. This book is aimed at novices, freshers, students, experts in other fields, and managers, that, are willing to learn, understand, and manage how a security function is working, especially if you need to be. Although the reader will be able, by reading this book, to build and manage a security function on their own, it is highly recommended to supervise a team devoted to implementing cybersecurity and privacy practices in an organization.

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their impact gives guidance on what best practices should be put in place to harness these developments to achieve success.

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rising concerns regarding the possible consequences of deploying artificial intelligence, sophisticated robotic technologies, automated vehicles, self-managing supply modes, and blockchain economies on business performance and culture, including how to sustain a supportive business culture and to what extent a strategic fit between human-robot collaboration in a business ecosystem can be created. The Handbook of Research on Strategic Fit and Design in Business Ecosystems is a collection of innovative research that builds a futuristic view of evolving business ecosystems and a deeper understanding of business transformation processes in the new digital business era. Featuring research on topics such as cultural hybridization, Industry 4.0, and cybersecurity, this book is ideally designed for entrepreneurs, executives, managers, corporate strategists, economists, IT specialists, IT consultants, engineers, students, researchers, and academicians seeking to improve their understanding of future competitive business practices with the adoption of robotic and information technologies.

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Bram, Knies, Eva, 2021-12-10 Bringing together over fifty leading global experts, this Research Handbook provides a state-of-the-art overview of research findings regarding Human Resource Management (HRM) in the public sector. Original chapters provide useful insights from two different disciplines: public administration and HRM. They illustrate that the public context of organisations matters and discuss research findings detailing how this plays out in practice.

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