



Apoyo administrativo a la gestión de recursos humanos (Spanish Edition)

Ignacio de la Cruz Lablanca

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Se abordan aspectos básicos de gestión y administración de recursos humanos en los procesos de selección, formación, evaluación y promoción del personal.

Se revisan los conceptos fundamentales sobre organización empresarial, las principales funciones que se desarrollan en el área de recursos humanos y la técnica de Análisis y Descripción de Puestos de Trabajo; se estudian las etapas de un proceso de reclutamiento y selección de personal así como la formación en la empresa y los sistemas de financiación. También se aborda el proceso de evaluación del desempeño y se hace un acercamiento a la gestión del talento en las organizaciones.

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