

# Publisher's Note

2019 – Release 1

Previous release was 2018 – 3

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## BEST PRACTICES: HUMAN RESOURCES FORMS TOOLKIT

This year's first release of *Best Practices: Human Resources Forms Toolkit* adds to an already valuable collection of sample checklists, forms and commentary for the human resources professional. (For information on policies and procedures, please refer to the companion volume of *Best Practices: Employment Policies that Work* by the same authors, also published by Thomson Reuters Canada.)

This release consists of updates to Chapter 2 (Managing the Hiring Process). Here are some new tools we have added for your consideration: Emergency Contact Form; Offer Package Checklist; and Payroll Setup Form.

In addition, all the forms have been provided in electronic format on the enclosed CD, allowing easy access and revision for your specific needs. The CD has a table of contents that contains hyperlinks to all the forms for easy navigation to the document wanted.

Thomson Reuters Canada and the authors of *Best Practices: Human Resources Forms Toolkit* are always interested in feedback from the users. We welcome any comments, suggestions, or new forms at any time.

As always, your satisfaction with Thomson Reuters Canada products is guaranteed. If you are not completely satisfied with any Thomson Reuters Canada product, simply return it within 30 days of receipt, along with the invoice marked "cancelled."

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