

Human Resources for the Non-HR Manager

by Carol T. Kulik and Elissa L. Perry (Routledge, 2nd Edition, 2023)

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Carol T. Kulik and Elissa L. Perry's revised *Human Resources for the Non-HR Manager* is welcome in the current climate where human resource professionals and line managers are becoming more and more alike. The materials are geared toward non-HR managers to help them perform HR functions and convince them that it is a responsibility resting on all the levels of management and not just the HR department. The book is practical and understandable, with real-world examples, case studies, and concrete advice that managers can instantly apply in their responsibilities.

The book is divided into sections that include individual HR functions such as recruitment, performance management, employee relations, and legal compliance. The authors Kulik and Perry use a pragmatic approach with real-life scenarios, and case studies, that include valuable information for the managers to use. Every chapter provides readers with useful insights through the inclusion of the "Manager's Knot" and "Manager's Checklist" sections. These features function as effective summaries of the chapter's major points and challenges, offering managers practical takeaways they can implement right away. The "Manager's Knot" presents examples of situations or dilemmas that might trouble managers at one point or another, while the "Manager's Checklist" serves as a handy tool to ensure that all essential aspects have been taken into account before action is taken. Together, they enhance a book's utility as a useful non-HR management guide by reinforcing the concepts presented and helping to put theory into practice. The book's clear and accessible language and the logical arrangement of the matter make it particularly interesting for managers who might not have had formal human resource skills but are still expected to make HR-related choices.

Though the book is commendable for being so practically oriented, some points could be handled better if more aspects of HR management were explored. The book might have gone deeper into how non-HR managers may help establish HR strategies that complement the organization's long-term goals. From an academic perspective, however, the book's reliance on practical advice sometimes sacrifices theoretical depth. While this makes the book easy to read, it may limit its usefulness for readers seeking a deeper understanding of HR concepts and their application to strategic decision-making.

HR for Non-HR Managers is a must-have book for non-HR managers tackling the complexities of human resource management. Kulik and Perry have done an excellent job of making HR concepts accessible and relevant to a broader range of leadership audiences. For any manager or boss wishing to improve their human resources skills and manage their teams effectively, *Human Resources for the Non-HR Manager* is a crucial tool. Carol T. Kulik and Elissa L. Perry have produced a simple, practical guide that investigates vital areas of HR management today. The book provides you with everything you need to know to excel, regardless of whether you are an experienced manager or completely new in leadership roles.

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In conclusion, this book's second edition is an important read for non-HR practitioners who want to deepen their awareness of human resources and its implications for organizational performance. Their practical standpoint, legal compliance orientation together with embracing diversity makes it a cherished addition to every manager's library. The authors have been able to make a distinction between Human Resources for the Non-HR Manager. It should be noted here that this gap has continued to widen since the advent of COVID-19. This publication comes timely into our today's world where managers are equipped with tools and enough confidence for intelligently running HR initiatives and thus assisting in maximizing team potential. Furthermore, this book serves as a guide for all those in varied careers thus helping them make sense out of intricate HR functions thereby enhancing their contribution towards making their institutions prosperous.