# Chapter 10 Web Resources

**Nonprofit Job Listings**

<http://www.idealist.com>

Job listings in the nonprofit sector. You must establish a free account to post job listings.

**How to Select and Hire the Best Job Candidate**

<http://www.managementhelp.org/staffing/hiring.htm>

Guidance and links to help you choose the best person for the job, from the Free Management Library.

**Are You Hiring an Employee or a Contractor?**

<https://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee>

This link to IRS definitions helps you understand the difference.

**Sample Policies, Procedures, Forms, and Checklists**

<http://humanresources.about.com/od/policysamples/a/policy_samples.htm>

Links to lots of information and examples from About.com’s Human Resources Guide Susan M. Heathfield.

**Writing Employee Handbooks**

[http://www.sba.gov/content/employee-handbooks#](http://www.sba.gov/content/employee-handbooks)

The Small Business Administration gives important advice about writing personnel policies.

**Whistleblower Policy**

<http://www.councilofnonprofits.org/resources/resources-topic/boards-governance/whistleblower-protection-policies>

The National Council of Nonprofits gives some good advice about the benefits of establishing a whistleblower policy.

**Personnel Policy Example**

<https://adminguide.stanford.edu/chapter-2>

Stanford University’s personnel policies. (For those among you who think big!)

**Another Sample Policy**

<https://www.shrm.org/templatestools/samples/pages/employeehandbook.aspx>

Download a sample employee handbook from the Society for Resource Management.

**Tips for Interviewing Job Candidates**

<http://hiring.monster.com/hr/hr-best-practices/small-business/conducting-an-interview/interviewing-job-candidates.aspx>

Good suggestions for the interview process from Paul Falcone on the Monster.com website.

**Some Questions You Can’t Ask in a Job Interview**

<http://www.businessinsider.com/11-illegal-interview-questions-2013-7>

Be careful what you ask in a job interview. This article from *Business Insider* helps.

**Writing Job Descriptions**

<http://www.college.ucla.edu/personnel/jobdesc/desc.asp>

A guide to writing job descriptions from UCLA.

**Links to Sample Employee Evaluation Forms**

<http://www.humboldt.edu/hsuhr/employee/evaluation>

Humboldt State University has links to PDF copies of many employee evaluation forms.

**Employee Benefits**

<http://www.sba.gov/content/required-employee-benefits>

The Small Business Administration tells you what benefits you must provide to your employees.