



SESCO Publications Order Form

Quantity	Publication Description
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_____	How to Prevent and Combat Unionization – This SESCO guide will assist employers to PREVENT the need for unionization through effective and proactive employer/employee relations. The guide also provides tips and tools to access union vulnerability. Retainer Client: \$35.00 / Non-retainer Client: \$50.00
_____	Immigration Reform and Control Act – This SESCO compliance guide will help employers comply with documenting all employees’ eligibility and status to work in the United States. Federal and state governments have placed immigration reform on the backs of employers and as such employers must properly document all employees’ legal work status. \$15.00
_____	Screening and Hiring – This SESCO manual provides owners and managers tips, suggestions and practices to effectively screen applicants and hire the best person for the job. It also provides suggested interviewing questions and techniques as well as tools to access personality fit, skills and applicant risk. \$55.00
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_____ **Employee Discipline and Discharge** – Coaching, counseling and terminating an employee is the most challenging and litigious responsibility an employer has. This SESCO guide provide tips on how to coach an employee to improve and address performance and/or behavior. The guide provides recommendations on how to properly discipline and terminate employees in such a manner as to reduce liability and to be able to successfully defend actions taken. \$45.00

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