

## Chapter 7 Outline

Workplace Antidiscrimination Laws  
Major U.S. Employment Antidiscrimination Laws

Recruitment  
The Recruitment Process  
Recruitment Advertising

Selection  
Elements of the Selection Process

Orientation  
Orientation Kits

Evaluations and Performance Appraisals  
Functions of Performance Appraisals  
Common Appraisal Errors  
Who Should Evaluate Performance?  
How Often Should Appraisals Be Conducted?  
Performance Appraisal Methods

Discipline  
Approaches to Discipline  
Appeal Mechanisms  
Discharge: The Last Resort

## Competencies

1. Summarize major U.S. employment laws that affect clubs. (pp. 233–241)
2. Describe recruitment, selection, and orientation tasks. (pp. 242–254)
3. Explain the issues and tasks club managers should be familiar with regarding employee performance appraisals. (pp. 254–260)
4. Describe approaches to employee discipline and discharge policies. (pp. 260–268)