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In a straightforward, practical manner, *Employment Law: Practice and Procedures* prepares legal studies, paralegal, and human resource professionals for their first day on the job, armed with need-to-know, ready-to-apply information about employment law. Throughout the book, concepts and ideas combine with practical exercises to present material in a way that ensures retention and eases application of the job's duties and responsibilities. Each chapter focuses on daily assignments similar to work assignments in a law firm setting or human resources work environment, covers modern day trends in employment law, looks at expectations of supervising attorneys, and discusses interaction with prospective clients. Included are helpful learning aids to give the concepts real meaning to today's students, including Work Place Projects, Critical Thinking Questions, and case law in each chapter.

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