

## The New Brunswick Small Business HR CONNEXION

A navigation menu with a central image of a smiling man. On the left, a large green button labeled "1 Basic HR Tools" is accompanied by a checkmark icon. Below it are four smaller red buttons: "Checklist", "Tips", "Tools & Templates", and "Links". On the right, three stacked green buttons are labeled "2 Finding the Right Workers", "3 Keeping Employees", and "4 Employee Performance", each with a checkmark icon.

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# BASIC HR TOOLS

### Day-to-day employee management basics

In today's changing work environments, the day-to-day duties associated with effective employee management can be overwhelming for many employers, especially small- and medium-sized businesses that do not have access to dedicated human resource professionals.