

RECEIVED
LAWRENCE
BERKELEY LABORATORY

DEC 10 1980

LAWRENCE BERKELEY LABORATORY
**MANAGEMENT, CAREER PLANNING,
AND PERSONNEL ADMINISTRATION BIBLIOGRAPHY**



For Reference

Not to be taken from this room

FISCAL 1981

EMPLOYEE DEVELOPMENT OFFICE

October 1980

Lawrence Berkeley Laboratory
University of California
Berkeley, California 94720

Prepared for the U.S. Department of Energy under Contract No. W-7405-ENG-48

PUB-372 e.1

DISCLAIMER

This document was prepared as an account of work sponsored by the United States Government. While this document is believed to contain correct information, neither the United States Government nor any agency thereof, nor the Regents of the University of California, nor any of their employees, makes any warranty, express or implied, or assumes any legal responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by its trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof, or the Regents of the University of California. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof or the Regents of the University of California.

October 1, 1980

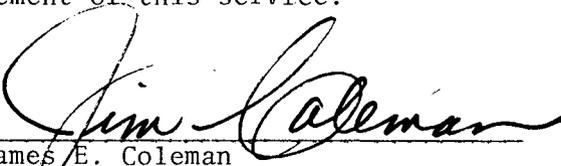
TO: LBL Managers and Supervisors
FROM: Employee Development Office
SUBJECT: Management, Career Planning, and Personnel Administration
Bibliography

This Bibliography is a part of the Lab's continuing efforts in providing information on employee development. It is also a response to increasing requests for a representative selection of information that managers and supervisors can pursue on an individual basis.

As a representative selection, it is certainly not intended to be a comprehensive attempt at capturing the "state of the art." Rather, it is a carefully selected sample of some readable, pragmatic, and hopefully useful resources for your individual and collective interest. Please feel free to share this information with employees whom you feel would benefit.

The items marked with an asterisk (*) are available for loan from the Employee Development Library on the second floor of Building 931. To reserve an item or for further information, please contact Eleni Yatar at extension 4297.

This Bibliography will be updated annually. Please feel free to suggest recommendation on the improvement of this service.


James E. Coleman
Employee Development Administrator

JEC:esy

I. MANAGEMENT

- * Adorno, T.W., Frankel-Brunswick. The Authoritarian Personality. New York: John Wiley and Sons, Inc., 1964.
- Albano, Charles. Transactional Analysis on the Job. New York: AMACOM, 1974.
- * Appley, Lawrence A. Management in Action: The Art of Getting Things Done Through People. New York: AMACOM, 1956.
- Argyris, Chris. Increasing Leadership Effectiveness. New York: John Wiley and Sons, 1976.
- Barnard, Chester I. The Functions of the Executive. Thirtieth Anniversary Edition. Cambridge, Massachusetts: Harvard University Press, 1968.
- Basil, Douglas C., with Edna Traver. Women in Management. New York: Donellen Publishing Co., 1972.
- Bauby, Cathrina. Understanding Each Other: Improving Communication Through Effective Dialogue. San Francisco: International Society for General Semantics, 1972.
- Belker, Loren B. The First Time Manager: A Practical Guide to the Management of People. New York: AMACOM, 1978.
- Bennett, Dudley. TA and the Manager. New York: AMACOM, 1976.
- Bennis, Warren G. Changing Organizations. New York: McGraw-Hill, 1966.
- Bennis, Warren F. The Unconscious Conspiracy: Why Leaders Can't Lead. New York: AMACOM, 1976.
- Berne, Eric. Beyond Games and Scripts. New York: Grove Press, 1976.
- * Berne, Eric. Games People Play. New York: Grove Press, 1964.
- Berne, Eric. What Do You Say After You Say Hello? New York: Bantam, 1973.
- * Blake, Robert R., Herbert A. Shepard, and Jane S. Mouton. Managing Intergroup Conflict in Industry. Houston: Gulf Publishing Co., 1974.
- * Blake, Robert R. and Jane S. Mouton. The Managerial Grid. Houston: Gulf Publishing Co., 1964.
- * Blake, Robert R. and Jane S. Mouton. The New Managerial Grid. Houston: Gulf Publishing Co., 1978.
- * Bower, Sharon A. and Gordon H. Bower. Asserting Yourself. Reading, Massachusetts: Addison-Wesley, 1976.
- Broadwell, Martin M. The Practice of Supervising: Making Experience Pay. Reading, Massachusetts: Addison-Wesley, 1977.

- * Brown, J. Douglas. The Human Nature of Organizations. New York: AMACOM 1973.
- Bureau of Business Practices. Motivation: The Supervisor's Problem-Solving Series. Waterford, Connecticut. 1978.
- Churchman, C. West. The Systems Approach. New York: Dell Publishing Co., 1968.
- Cleveland, Harlan. The Future Executive: A Guide for Tomorrow's Managers. New York: Harper & Row, 1972.
- * Coffin, Royce A. The Communicator. New York: AMACOM, 1973.
- * Cribbin, James J. Effective Managerial Leadership. New York: AMACOM, 1972.
- * Dinsmore, Francis W. Developing Tomorrow's Manager Today. New York: AMACOM, 1975.
- Donaldson, Hamish. A Guide to the Successful Management of Computer Projects. New York: John Wiley and Sons, 1976.
- Downs, Anthony. Inside Bureaucracy. Boston: Little, Brown & Co., 1967.
- * Drake, John D. Interviewing For Managers: Sizing Up People. New York: AMACOM, 1972.
- Drucker, Peter F. The Age of Discontinuity. New York: Harper & Row, 1968.
- * Drucker, Peter F. Management: Tasks, Responsibilities, Practices. New York: Harper & Row, 1974.
- Etzioni, Amitai. Modern Organizations. Englewood Cliffs, NJ: Prentice-Hall, 1964.
- Fast, Julius. Body Language. New York: Pocket Books, 1971.
- * Fendrock, John. Managing in Times of Radical Change. New York: AMACOM, 1971.
- Fiedler, Fred D., and M.M. Chemers, and L. Mahar. Improving Leadership Effectiveness. New York: John Wiley and Sons, 1976.
- * Gellerman, Saul W. Management by Motivation. New York: AMACOM, 1968.
- Gellerman, Saul W. Managers and Subordinates. Hinsdale, Illinois: Dryden Press, 1976.
- Golembiewski, Robert T. People in Public Service: A Reader in Public Personnel Administration, 2nd ed. Itasca, Illinois: F.E. Peacock Publishers, Inc., 1976.
- Golembiewski, Robert T. Perspectives on Public Management: Cases and Learning Designs, 2nd ed. Itasca, Illinois: F.E. Peacock Publishers, Inc., 1976.

- Golembiewski, Robert T. Public Administration, 3rd ed. Chicago: Rand McNally, 1976.
- Guest, Robert H., Paul Hersey and Kenneth H. Blanchard. Organizational Change Through Effective Leadership. Englewood Cliffs, NJ: Prentice-Hall, 1977.
- Harris, Thomas A. I'm OK, You're OK: A Practical Guide to T.A. New York: Harper & Row, 1969.
- Harvard Business Review. On Management. New York: Harper & Row, 1975.
- Hennig, Margaret and Anne Jardim. The Managerial Woman. New York: Anchor Press, 1977.
- Herman, Stanley M., and M. Korenich. Authentic Management: A Gestalt Orientation to Organizations and Their Development. Reading, Massachusetts: Addison-Wesley, 1977.
- Hersey, Paul and Kenneth H. Blanchard. Management of Organization Behavior: Utilizing Human Resources, 3rd ed. Englewood Cliffs, NJ: Prentice-Hall, 1977.
- Herzberg, Frederick. The Managerial Choice: To Be Efficient and To Be Human. Homewood, Illinois: Dow Jones-Irwin, 1976.
- Herzberg, Frederick. "One More Time: How Do You Motivate Employees?". Harvard Business Review, Vol. 46, No. 1 (January-February 1969), 53-62.
- Herzberg, Frederick. Work and the Nature of Man. Cleveland, Ohio: World, 1968.
- * Hughes, Charles L. Goal Setting. New York: AMACOM, 1965.
- * Humble, John W. How To Manage By Objectives. New York: AMACOM, 1973.
- Irwin, Samuel. Drugs of Abuse: An Introduction to Their Actions and Potential Hazards. Beloit, Wisconsin: The Student Association for the Study of Hallucinogens, 1973.
- James, Muriel and Dorothy Jongeward. Born to Win: Transactional Analysis with Gestalt Experiments. Reading, Massachusetts: Addison-Wesley, 1971.
- * James, Muriel. The OK Boss. Reading, Massachusetts: Addison-Wesley, 1975.
- James, Muriel and Dorothy Jongeward. The People Book. Reading, Massachusetts: Addison-Wesley, 1975.
- Jennings, Eugene E. The Executive in Crisis. New York: McGraw-Hill, 1972.
- Johnson, Richard A., F.E. Kast and J.E. Rosenzweig. The Theory and Management of Systems, 3rd ed. New York: McGraw-Hill, 1973.
- * Jongeward, Dorothy. Everybody Wins. Reading, Massachusetts: Addison-Wesley 1976.
- Karrass, Chester L. The Negotiating Game. New York: Thomas Y. Crowell, 1970.

- Katz, Daniel and Robert L. Kahn. The Social Psychology of Organizations. New York: John Wiley and Sons, 1966.
- Katzell, Mildred E. Productivity: The Measure and the Myth. New York: AMACOM, 1975.
- * Kazmier, Leonard J. Principles of Management. New York: McGraw-Hill, 1974.
- * Kellog, Marion S. Career Management. New York: AMACOM, 1972.
- Kellog, Marion S. What to Do About Performance Appraisal, Rev. ed. New York: AMACOM, 1975.
- Kepner, Charles H. and Benjamin B. Tregoe. The Rational Manager: A Systematic Approach to Problem-Solving and Decision-Making. New York: McGraw-Hill, 1965.
- Koontz, Harold. Management: A Systems and Contingency Analysis of Managerial Functions, 6th ed. New York: McGraw-Hill, 1976.
- * Lakein, Alan. How to Get Control of Your Time and Your Life. New York: Peter H. Wyden, 1973.
- Lateiner, Alfred. Modern Techniques of Supervision. Stanford, Connecticut: Lateiner Publishing, 1975.
- Leavitt, Harold J. Managerial Psychology, 3rd ed. Chicago: University of Chicago, 1972.
- Levinson, Harry. "Asinine Attitudes Toward Motivation," Harvard Business Review (January-February 1973), 70-76.
- * Likert, Rensis. The Human Organization: Its Management and Value. New York: McGraw-Hill, 1976.
- Likert, Rensis, and Jane Gibson Likert. New Ways of Managing Conflict. New York: McGraw-Hill, 1976.
- Likert, Rensis. Organizational Dynamics. New York: AMACOM, 1975.
- Livingston, J. Sterling. "Myth of the Well-Educated Manager," Harvard Business Review, Vol. 49, No. 1 (January-February 1971), 79-89.
- Livingston, J. Sterling. "Pygmalion in Management," Harvard Business Review (July-August 1969).
- * Lopez, Felix M. Evaluating Employee Performance. Chicago: Public Personnel Association, 1968.
- * Loring, Rosalind and Theodora Wells. Breakthrough: Women Into Management. New York: Van Nostrand Reinhold Co., 1972.

- Maccoby, William. The Gamesman. New York: Simon and Schuster, 1977.
- * MacKenzie, R. Alec. The Time Trap: Managing Your Way Out. New York: AMACOM, 1972.
- Mager, Robert F. Analyzing Performance Problems or 'You Really Oughta Wanna'. Belmont, California: Fearon Publishers, 1970.
- Maier, Norman R.F. The Appraisal Interview: Three Basic Approaches. La Jolla, California: University Associates, Inc., 1976.
- McClelland, David C. Power: The Inner Experience. New York: Irvington, 1975.
- McConkey, Dale D. How to Manage by Results, 3rd ed. New York: AMACOM, 1976.
- * McCrosky, James C. An Introduction to Rhetorical Communication: Theory and Practices of Public Speaking. Englewood Cliffs, NJ: Prentice-Hall, 1968.
- * McGill, Michael E. Organization Development for Operating Managers. New York: AMACOM, 1977.
- McGregor, Douglas. The Human Side of Enterprise. New York: McGraw-Hill, 1960.
- * McGregor, Douglas. Leadership and Motivation. Cambridge, Massachusetts: M.I.T. Press, 1966.
- McGregor, Douglas. The Professional Manager. New York: McGraw-Hill, 1967.
- Mercer, James L. and Edwin H. Koester. Public Management Systems. New York: AMACOM, 1978.
- Merton, Robert K. "The Self-Fulfilling Prophecy," Social Theory and Social Structure. New York: The Free Press, 1968.
- Morrisey, George L. Appraisal and Development Through Objectives and Results. Reading, Massachusetts: Addison-Wesley, 1972.
- Morrisey, George L. Management by Objectives and Results in the Public Sector. Reading, Massachusetts: Addison-Wesley, 1972.
- Morse, John and J.W. Lorsch, Jr. "Beyond Theory Y," Harvard Business Review, Vol. 48, No. 3 (May-June 1970), 61-68.
- Mosher, Frederick C. Democracy and the Public Service. New York: Oxford University Press, 1968.
- Myers, M. Scott. Every Employee A Manager: More Meaningful Work Through Job Enrichment. New York: McGraw-Hill, 1970.
- National Academy of Public Administration. Transformation of Scientists and Engineers into Managers. NASA, SP-291.

- Nierenberg, Gerard I. The Art of Negotiating. New York: Cornerstone Library Publications, 1976.
- Nierenberg, Gerard I. How to Give and Receive Advice. New York: Pocket Books, 1973.
- * Nierenberg, Jesse S. Breaking Through to Each Other. New York: Harper and Row, 1976.
- Odiorne, George S. Management and the Activity Trap. New York: Harper and Row, 1974.
- Odiorne, George S. Management by Objectives: A System of Managerial Leadership. Belmont, California: Pitman, 1965.
- * Pearse, Robert F. and B. Purdy Pelzer. Self Directed Change for the Mid-Career Manager. New York: AMACOM, 1975.
- Pelz, Donald C. and Frank M. Andrews. Scientists in Organizations: Productive Climates for Research and Development. New York: John Wiley and Sons, 1966.
- Peter, Laurence J. The Peter Prescription. New York: William Morrow and Company, 1972.
- Peter, Laurence J. and Raymond Jull. The Peter Principle. New York: William Morrow and Company, 1969.
- Pirsig, Robert M. Zen and the Art of Motorcycle Maintenance: An Inquiry Into Values. New York: William Morrow and Company, 1974.
- Pollard, Harold R. Pacesetters in Management Thought: Trends in Management Thinking. Houston: Gulf Publishing Co., 1978.
- Pyhrr, Peter A. Zero-Base Budgeting: A Practical Management Tool for Evaluating Expenses. New York: John Wiley and Sons, 1973.
- Raiffa, Howard. Decision Analysis: Introductory Lectures on Choices Under Uncertainty. Reading, Massachusetts: Addison-Wesley, 1970.
- Reddin, W.J. Effective Management By Objectives: The 3-D Method of MBO. New York: McGraw-Hill, 1971.
- * Rendero, Thomasine. Communicating with Subordinates. New York: AMACOM, 1973.
- * Roseman, Edward. Confronting Nonpromotability: How to Manage a Stalled Career. New York: AMACOM, 1977.

- Rosenthal, Robert. "Body Talk and Tone of Voice: The Language Without Words." Psychology Today (September 1974), 64-68.
- Rosenthal, Robert. "The Pygmalion Effect Lives," Psychology Today (September 1973).
- Sargent, Alice G. Beyond Sex Roles. New York: West Publishing, 1977.
- Schaenberg, Robert J. The Art of Being A Boss. New York: Lippincott, 1978.
- * Schein, Edgar H. Organizational Psychology, 2nd ed. Englewood Cliffs, NJ: Prentice-Hall, 1972.
- Schutz, William C. The Interpersonal Underworld, FIRO: A Three Dimensional Theory of Interpersonal Behavior. Palo Alto, California: Science and Behavior Books, Inc., 1970.
- * Selected Articles from AMACOM. Self Development: Making Yourself Promotable. New York: AMACOM, 1972.
- * Shearer, John. A Manual on Alcoholism. Chicago: American Medical Association, 1967.
- Sherman, Harvey. It All Depends: A Pragmatic Approach to Organization. University, Alabama: University of Alabama Press, 1968.
- Sibson, Robert E. Increasing Employee Productivity. New York: AMACOM, 1976.
- Skinner, B.F. Beyond Freedom and Dignity. New York: Alfred A. Knopf, Inc., 1971.
- Skinner, B.F. Walden II. New York: Alfred A. Knopf, Inc., 1947.
- Smith, Howard P. Performance Appraisal and Human Development. Reading, Massachusetts: Addison-Wesley, 1977.
- Steiner, Claude M. Games Alcoholics Play. New York: Grove Press, 1971.
- Steiner, Claude M. Scripts People Live. New York: Grove Press, 1974.
- Suskin, Harold. Job Evaluation and Pay Administration in the Public Sector. Chicago: International Personnel Management Association, 1977.
- Tannenbaum, Robert and Warren H. Schmidt. "How to Choose a Leadership Pattern," Harvard Business Review (Classic) (May-June 1973), 162-180.
- Taylor, Frederick W. The Principles of Scientific Management. New York: W.W. Norton & Company, 1967.
- Toffler, Alvin. Future Shock. New York: Random House, 1970.
- Townsend, Robert. Up the Organization: How to Stop the Corporation from Stifling People and Strangling Profits. New York: Alfred A. Knopf, 1970.
- Uris, Auren and Marjorie Noppel. The Turned-On Executive. New York: McGraw-Hill, 1970.

- * Vroom, Victor H. Work and Motivation. New York: John Wiley and Sons, 1964.
- * Wickstrom, Walter S. Developing Better Managers: An Eight Nation Study.
New York: National Industrial Conference Board, Inc., 1961.

II. CAREER AND SELF DEVELOPMENT

- * Alberti, Robert and Robert Emmons. Your Perfect Right. San Luis Obispo, California: Impact Publishers, Inc., 1974.
- * Bloom, Lynn, Karen L. Coburn, and Joan C. Pearlman. The New Assertive Woman. New York: Delacorte Press, 1975.
- * Boll, Carl. Executive Jobs Unlimited. New York: Macmillan Publishing Co., Inc., 1965.
- * Bolles, Richard N. The Three Boxes of Life and How to Get Out of Them. Berkeley, California: Ten Speed Press, 1975.
- * Bolles, Richard N. What Color Is Your Parachute: A Job Hunter's Manual. Berkeley, California: Ten Speed Press, 1975.
- * Bower, Sharon A. and Gordon H. Bower. Asserting Yourself: A Practical Guide for Positive Change. Reading, Massachusetts: Addison-Wesley, 1976.
- * Brogan, John A. Clear Technical Writing. New York: McGraw-Hill, 1973.
- Crystal, John C. and Richard N. Bolles. Where Do I Go From Here With My Life? New York: The Seaburg Press, 1975.
- * Dudley, Gordan A. and David V. Tiedeman. Career Development: Exploration and Commitment. Muncie, Indiana: Accelerated Development, Inc., 1977.
- * Dunlap, Jan. Personal and Professional Success for Women. Englewood Cliffs, NJ: Prentice-Hall, 1972.
- * Dyer, Wayne W. Your Erroneous Zones. New York: Funk & Wagnalls, 1976.
- * Ellsworth, Blanche. English Simplified. Scranton, Pennsylvania: Chandler Publishing Co., 1971.
- * Gregg, John R., Louis R. Leslie, and Charles E. Zoubek. Shorthand Simplified. New York: McGraw-Hill, 1955.
- * Haldane, Bernard. Career Satisfaction and Success: A Guide to Job Freedom. New York: AMACOM, 1974.
- * Hall, Francine S. and Douglas T. Hall. "Dual Careers - How Do Couples and Companies Cope with the Problems"? Organizational Dynamics. New York: AMACOM, 1978.
- * Higginson, Margaret and Thomas Quick. The Ambitious Woman's Guide to a Successful Career. New York: AMACOM, 1975.
- * Jongeward, Dorothy and Dru Scott. Affirmative Action for Women. Reading, Massachusetts: Addison-Wesley, 1973.
- * Jongeward, Dorothy and Dru Scott. Women as Winners. Reading, Massachusetts: Addison-Wesley, 1976.
- Kirn, Arthur G. and Marie O. Kirn. Lifework Planning, 3rd ed. New York: McGraw-Hill, 1975.

- * Knudsen, Ruth. Women and Success: The Anatomy of Achievement. New York: William Morrow and Co., Inc., 1974.
- Madrigal, Margarita. Open Door to Spanish. New York: Regents Publishing Co., Inc., 1972.
- Maslow, Abraham H. The Farther Reaches of Human Nature. New York: The Viking Press, 1971.
- Maslow, Abraham H. Toward a Psychology of Being. New York: Van Nostrand, 1968.
- * Matthews, Esther and S. Feingold. Counseling Girls and Women Over the Life Span. Washington, D.C: The National Vocational Guidance Association, 1972.
- * Meininger, Jut. Success Through Transactional Analysis. New York: Grossett and Dunlap, 1973.
- * Mitchell, Joyce S. I Can Be Anything: Careers and Colleges for Young Women. Princeton, NJ: College Board Publications Orders, 1975.
- Nierenberg, Gerard I. Meta-Talk: A Guide to Hidden Meanings. New York: Cornerstone Library Publications, 1973.
- * Osborne, Susan and Gloria Harris. Assertive Training for Women. Springfield, Illinois: Charles C. Thomas, 1975.
- * Osipow, Samuel H. Emerging Woman: Career Analysis and Outlooks. Columbus, Ohio: Bell and Howell, 1975.
- * Peters, Herman J. and James C. Hansen. Vocational Guidance and Career Development. New York: Macmillan Publishing Co., Inc., 1977.
- * Phelps, Stanlee and Nancy Austin. The Assertive Woman. Fredericksburg, Virginia: IMPACT, printed by Book Crafters, 1975.
- * Pietrofesa, John J. and Howard Splete. Career Development: Theory and Research. New York: Grune and Stratton, Inc., 1975.
- * Place, Irene and Alice Armstrong. Management Careers for Women. Louisville, Kentucky: Vocational Guidance Manuals, Inc., 1975.
- Powell, John. Why Am I Afraid To Tell You Who I Am? Niles, Illinois: Argus Communications, 1969.
- * Prentice, Barbara. The Back to Work Handbook for Housewives. New York: Macmillan Publishing Co., Inc., 1971.
- Rosenthal, Robert. Pygmalion in the Classroom. New York: Holt, Rinehart and Winston, 1968.
- Rosenthal, Robert. "Teacher Expectation and Pupil Learning," Teachers and the Learning Process. Englewood Cliffs, NJ: Prentice-Hall, 1971.

- Sheehy, Gail. Passages: Predictable Crises of Adult Life. New York: E.P. Dutton & Co., 1975.
- * Smith, Manuel J. When I Say No, I Feel Guilty. New York: Bantan Books, 1975.
- * Spates, Thomas G. Human Values Where People Work. New York: Harper and Brothers, 1960.
- * Splaver, Sarah. Non-Traditional Careers for Women. New York: Simon and Schuster, Inc., 1973.
- * Swartz, Melvin Jay. Don't Die Broke. New York: Macmillan Publishing Co., Inc., 1976.
- Toffler, Alvin. Learning For Tomorrow: The Role of the Future in Education. New York: Random House, 1974.

III. PERSONNEL ADMINISTRATION

- * Anderson, Howard J. Primer of Labor Relations. Washington, D.C: The Bureau of National Affairs, 1975.
- * Angel, Juvenal L. Employment Opportunities for Men and Women After 60. New York: World Trace Academy Press, 1969.
- * Baer, Walter. Discipline and Discharge Under the Labor Agreement. New York: AMACOM, 1972.
- * Baer, Walter. Grievance Handling. New York: AMACOM, 1970.
- Belcher, A. Lee, Hugh P. Avery and Oscar P. Smith. Labor Relations in Higher Education. Urbana, Illinois: College and University Personnel Association, 1971.
- * Bienvenue, Bernard J. New Priorities in Training. New York: AMACOM, 1969.
- * BNA Editorial Staff. Grievance Guide. Washington, D.C: The Bureau of National Affairs, 1977.
- * Carr, Robert and Daniel K. Van Eyck. Collective Bargaining Comes to the Campus. Washington, D.C: American Council on Education, 1974.
- * Coffin, Richard M. Effective Communication of Employee Benefits. New York: AMACOM, 1971.
- * Elkouri, Frank and Edna Elkouri. How Arbitration Works. Washington, D.C: The Bureau of National Affairs, 1960.
- * Elkouri, Frank and Edna Elkouri. How Arbitration Works. Washington, D.C: The Bureau of National Affairs, 1973.
- * Hepner, Harry W. Retirement: A Time to Live Anew. New York: Robert E. Krieger Publishing Co., Inc., 1969.
- Hunt, James W. Employer's Guide to Labor Relations. Washington, D.C: The Bureau of National Affairs, 1971.
- * Kagel, Sam. Anatomy of a Labor Arbitration. Washington, D.C: The Bureau of National Affairs, 1961.
- Kerlinger, Fred N. Foundations of Behavioral Research. New York: Holt, Rinehart and Winston, Inc., 1973.
- * Mager, Robert F. Measuring Instructional Intent, or Got a Match? Belmont, California: Lear Siegler, Inc., 1973.
- * Mandell, Milton J. Employment Interviewing. Washington, D.C: U.S. Government Printing Office, 1956.
- * McDowell, Chester F., Jr. Leisure Counseling: Selected Lifestyle Processes. Eugene, Oregon: Center of Leisure Studies, University of Oregon, 1976.

- * Miner, Mary G. and John B. Miner. A Guide to Personnel Management. Washington, D.C: The Bureau of National Affairs, 1973.
- * National Manpower Council. A Policy for Scientific and Professional Manpower. New York: Columbia Univeristy Press, 1953.
- Nigro, Felix A. and Lloyd G. Nigro. The New Public Personnel Administration. Itasca, Illinois: F.E. Peacock Publishers, Inc., 1976.
- * Olmstead, Alan H. Threshold: The First Days of Retirement. New York: Harper and Row, 1975.
- Pfeiffer, William J. and John E. Jones. Handbook of Structured Experiences for Human Relations Training. La Jolla, California: University Associates Publishers and Consultants, 1973.
- * Poor, Riva. Four Days, Forty Hours: Reporting a Revolution in Work and Leisure. Cambridge, Massachusetts: Bursk and Poor Publishing, 1970.
- * Richardson, Ray. Fair Pay and Work. Carbondale, Illinois: Southern Illinois University Press, 1971.
- * Roberts, Harold S. Robert's Dictionary of Industrial Relations. Washington, D.C: The Bureau of National Affairs, 1971.
- * Saso, Carmen D. Coping with Public Employee Strikes: A Guide for Public Officials. Chicago, Illinois: Public Personnel Association, 1970.
- * Siegel, Boaz. Proving Your Arbitration Case. Washington, D.C: The Bureau of National Affairs, 1961.
- * Stessin, Lawrence. Employee Discipline. Washington, D.C: The Bureau of National Affairs, 1969.
- * Sweet, Donald H. The Modern Employment Function. Reading, Massachusetts: Addison-Wesley, 1973.
- * Tracey, William R. Designing Training and Development Systems. New York: AMACOM, 1971.
- * Updegraff, Clarence M. Arbitration and Labor Relations. Washington, D.C: The Bureau of National Affairs, 1970.
- * Yoder, Dale and Herbert G. Heneman. Employee and Labor Relations. ASPA Handbook of Personnel and Industrial Relations. Washington, D.C: The Bureau of National Affairs, 1977.

This report was done with support from the Department of Energy. Any conclusions or opinions expressed in this report represent solely those of the author(s) and not necessarily those of The Regents of the University of California, the Lawrence Berkeley Laboratory or the Department of Energy.

Reference to a company or product name does not imply approval or recommendation of the product by the University of California or the U.S. Department of Energy to the exclusion of others that may be suitable.

TECHNICAL INFORMATION DEPARTMENT
LAWRENCE BERKELEY LABORATORY
UNIVERSITY OF CALIFORNIA
BERKELEY, CALIFORNIA 94720