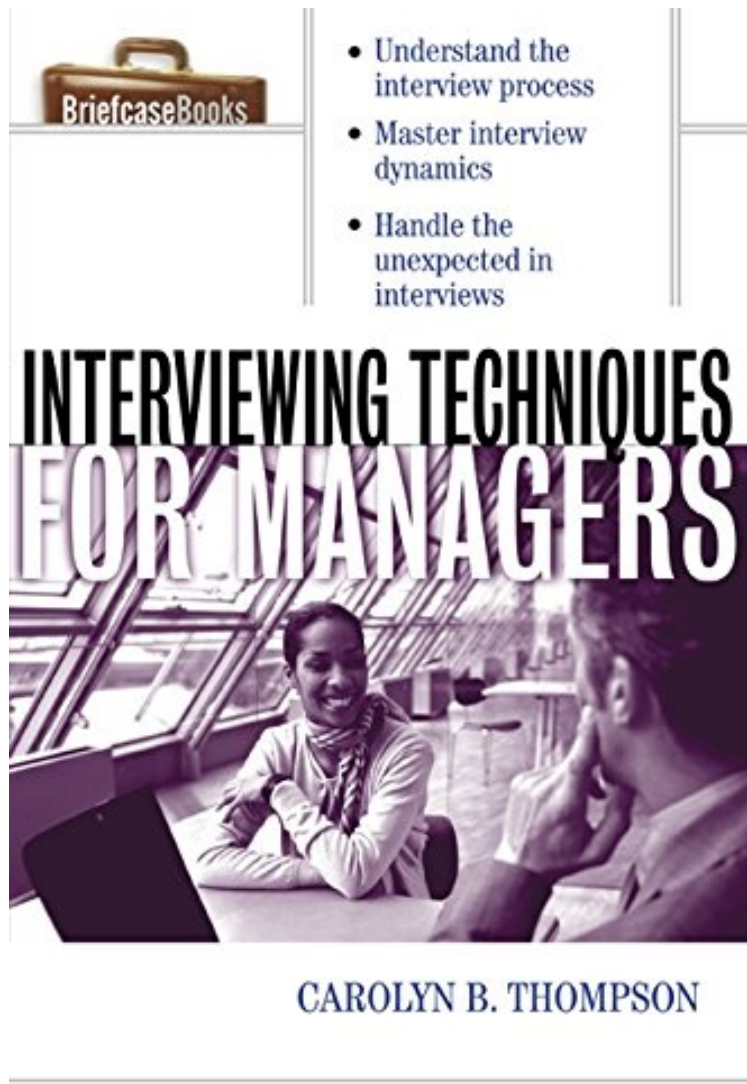


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Interviewing Techniques for Managers (Briefcase Books (Paperback))

Carolyn B. Thompson

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Carolyn B. Thompson : Interviewing Techniques for Managers (Briefcase Books (Paperback)) before purchasing it in order to gauge whether or not it would be worth my time, and all praised Interviewing Techniques for Managers (Briefcase Books (Paperback)):

0 of 0 people found the following review helpful. Great Management Tool By Rondella Hunt I ordered this book to help me as a manager in my efforts to interview potential candidates. So far it is a great resource. 0 of 0 people found the following review helpful. Very good for managers By CB Good for managers and those looking to feel more

prepared before going to an interview. Some really good info in this book. 8 of 8 people found the following review helpful. Practical Advice By Layla Halabi The author focuses on behavioral interviewing techniques that are suitable for a variety of circumstances including job interviews and performance appraisal interviews but also touches on customer interviews and problem-solving sessions with peers. Behavioral interviewing is a technique that stresses questions about past or present behaviors rather than hypothetical or general questions. A behavioral question, for example, would be "give me an example of a time when you..." as opposed to "what would you do if...". I found the organization and advice very useful especially the STAR behavioral questions techniques and the chapter on recognizing the difference between what the person SAYS and what (s)he MEANS. In fact, I use STAR (Situations, Tasks, Actions Results) questions in almost all job interviews since reading the book and the difference in terms of the quality of the answers and information I got is very palpable. The book makes for a friendly and an easy read that provides plenty of practical and useful advice. However, I found that it was a little too focused on the technicality of the interview process. For advice on how to recognize the top performers in job interviews or for specific recruitment advice, I found "Hiring the Best" by Martin Yate extremely useful.

Interview Strategies for Always Getting the Information You Need For managers, interviewing is about gathering useful information in every face-to-face encounter, from project planning meetings to client discussions to speaking with prospective employees. Interviewing Techniques for Managers shows you how to master every aspect of the interview process to ensure that you always get honest, helpful, and results-oriented answers. Look to this important addition to McGraw-Hill's Briefcase Books series for workplace-tested interviewing methods including: When and how to ask the key questions Tips for getting a difficult interview back on track Techniques for telephone, e-mail, and other arms-length interviews Separating fact from fiction when interviewing potential employees ... Solving workplace problems ... Uncovering how best to meet customer needs ... The ability to interview others is among the most valuable skills a manager can have. Interviewing Techniques for Managers will help you end each interview with the information you need, by beginning each interview with a solid, results-oriented plan--and the know-how to execute that plan. Briefcase Books, written specifically for today's busy manager, feature eye-catching icons, checklists, and sidebars to guide managers step-by-step through everyday workplace situations. Look for these innovative design features to help you navigate through each page: Clear definitions of key terms, concepts, and jargon Tactics and strategies for conducting smart interviews Insider tips for always getting straight answers Practical advice for minimizing interview mistakes Warning signs of things going wrong during an interview Stories and insights from the interviewing experiences of others Specific procedures, tactics, and techniques for following this book's advice

From the Back Cover Interview Strategies for Always Getting the Information You Need For managers, interviewing is about gathering useful information in every face-to-face encounter, from project planning meetings to client discussions to speaking with prospective employees. Interviewing Techniques for Managers shows you how to master every aspect of the interview process to ensure that you always get honest, helpful, and results-oriented answers. Look to this important addition to McGraw-Hill's Briefcase Books series for workplace-tested interviewing methods including: When and how to ask the key questions Tips for getting a difficult interview back on track Techniques for telephone, e-mail, and other arms-length interviews Separating fact from fiction when interviewing potential employees ... Solving workplace problems ... Uncovering how best to meet customer needs ... The ability to interview others is among the most valuable skills a manager can have. Interviewing Techniques for Managers will help you end each interview with the information you need, by beginning each interview with a solid, results-oriented plan--and the know-how to execute that plan. Briefcase Books, written specifically for today's busy manager, feature eye-catching icons, checklists, and sidebars to guide managers step-by-step through everyday workplace situations. Look for these innovative design features to help you navigate through each page: Clear definitions of key terms, concepts, and jargon Tactics and strategies for conducting smart interviews Insider tips for always getting straight answers Practical advice for minimizing interview mistakes Warning signs of things going wrong during an interview Stories and insights from the interviewing experiences of others Specific procedures, tactics, and techniques for following this book's advice About the Author McGraw-Hill authors represent the leading experts in their fields and are dedicated to improving the lives, careers, and interests of readers worldwide