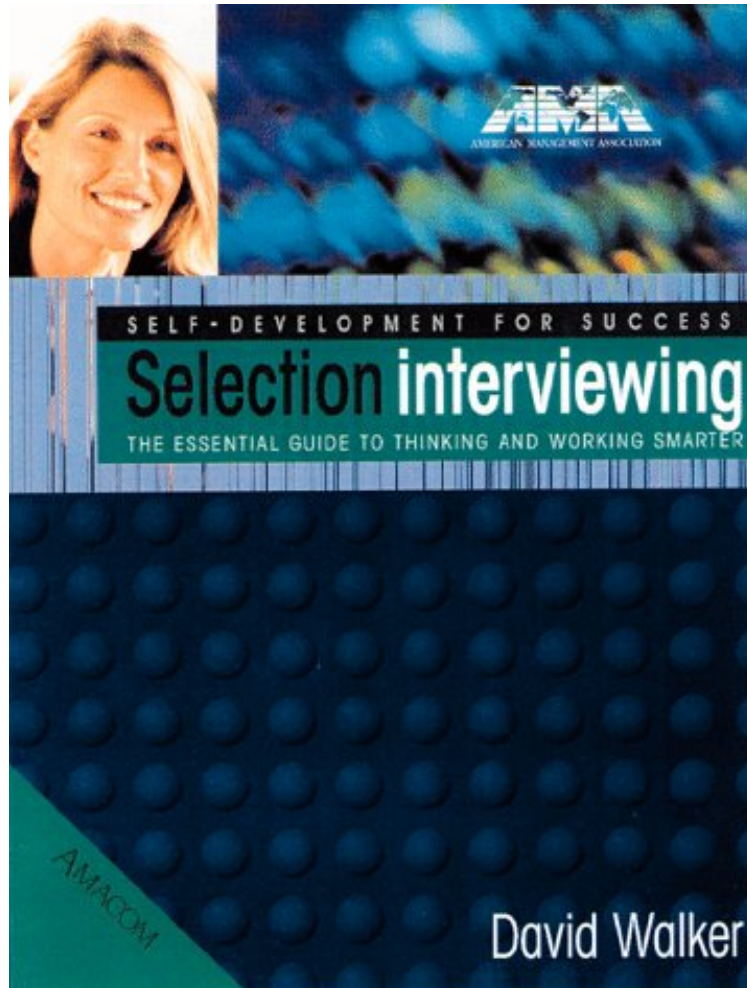


(Free) Selection Interviewing (Self-Development for Success)

Selection Interviewing (Self-Development for Success)

David Walker

*ePub | *DOC | audiobook | ebooks | Download PDF*



DOWNLOAD



READ ONLINE

1999-06-30Format: Bargain PriceOriginal language:EnglishPDF # 1 .35 x 6.85 x 9.151, #File Name: B008SMD95A96 pages | File size: 36.Mb

David Walker : Selection Interviewing (Self-Development for Success) before purchasing it in order to gage whether or not it would be worth my time, and all praised Selection Interviewing (Self-Development for Success):

2 of 2 people found the following review helpful. Helpful in selecting the right candidateBy A CustomerIt is a very informative and helpful book that shows you in details how to prepare for making a successful job interview. I have learned what the most important questions are to ask the candidates in order to select the most qualified and suitable job seekers for us. The dozens of tips are highly useful and easy to adopt. It has helped me to become a better HR manager. In my opinion, every HR department should have it.

Success at work isn't just about working harder. It means thinking and working smarter. The Self-Development for Success series helps you quickly improve basic but crucial professional skills--and ensure your ongoing career

success. These brief, visually attractive, interactive books let you assess your current strengths, target weak areas, and build your knowledge and skills. You get an entire skills-training workshop--complete with charts, checklists, exercises, and questionnaires. With Selection Interviewing, you'll learn how to: * Be an effective and relaxed interviewer * Create an appropriate person specification and effectively screen resumes and applications * Plan, communicate, and build rapport--vital steps to successful selection * Structure an interview and avoid the pitfalls * Improve your self-assurance as you make sure you select the right person for the job. Other titles in the series: Effective Communication Effective Delegation Effective Interviews Perfect Presentations Stress Management Telephone Techniques Time Management

About the Author David Walker is a training and development consultant whose varied work in the aviation and financial industries has alerted him to the needs and problems of staff selection. He has worked with major organizations in the UK, Europe, and South Africa, as well as running training programs for managers and human resources staff on selection interviewing.