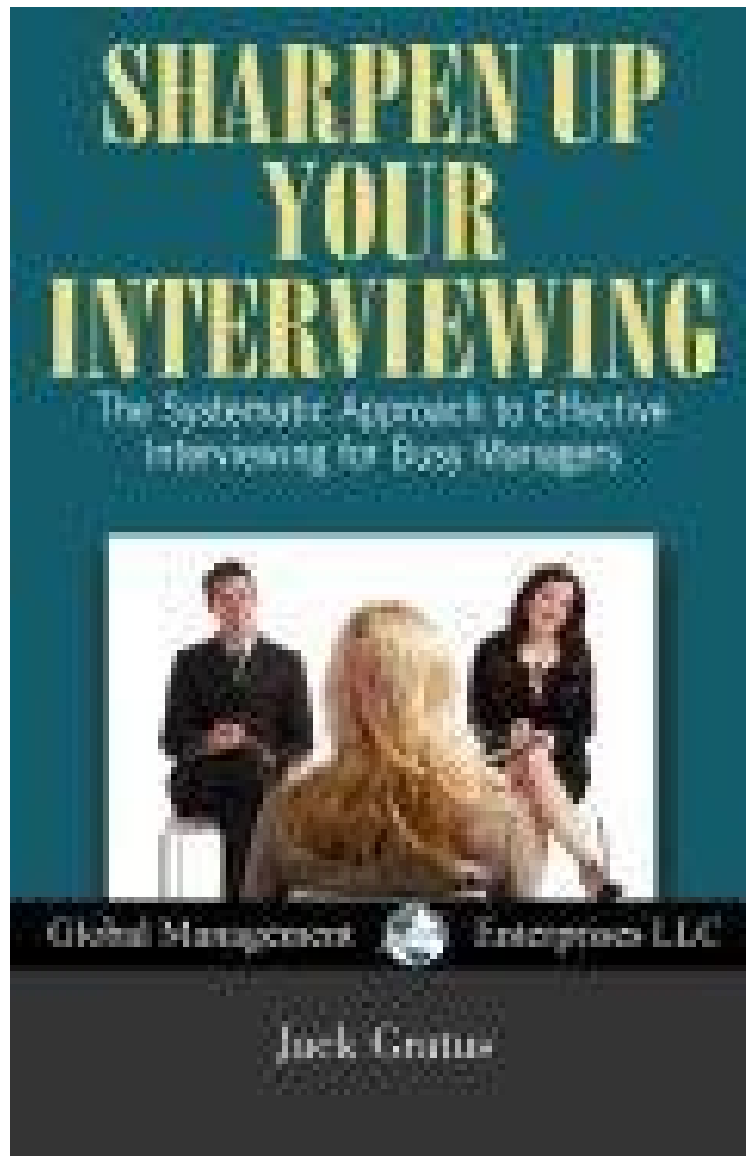


Sharpen Up Your Interviewing

Jack Gratus

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Jack Gratus : Sharpen Up Your Interviewing before purchasing it in order to gauge whether or not it would be worth my time, and all praised Sharpen Up Your Interviewing:

Sharpen Up Your Interviewing is a very practical guide to conducting interviews from one of the best known experts

in the field. Anyone who conducts interviews as a part of their job will benefit from this easy to read and informative title. It will also help anyone searching for a job to understand the interview process better, and how to adjust for their own specific situation. Jack Gratus is well known for his expertise in the field and has devised a unique and highly successful approach to interviewing which he has called the "PQRSTU" system. This book outlines in clear language exactly how to become a more effective interviewer. Follow the steps and you are on your way to better decisions. The PQRSTU System will help you develop methods which you can apply time and again to any kind of interview. The main elements of the system are: Preparation, Questions, Rapport, Skills (getting interviewees to talk), Termination, and Unfinished Business (assessing the outcome, and taking it on to the next stage) Readers are shown how each aspect of the process can be learned and applied in a wide variety of interview situations, from the more obvious examples of recruitment and appraisal through to problem-solving interviews and the dreaded disciplinary and exit interviews. Filled with practical tips and techniques the book can be referred to time and again for general information, or to help prepare for a specific situation.