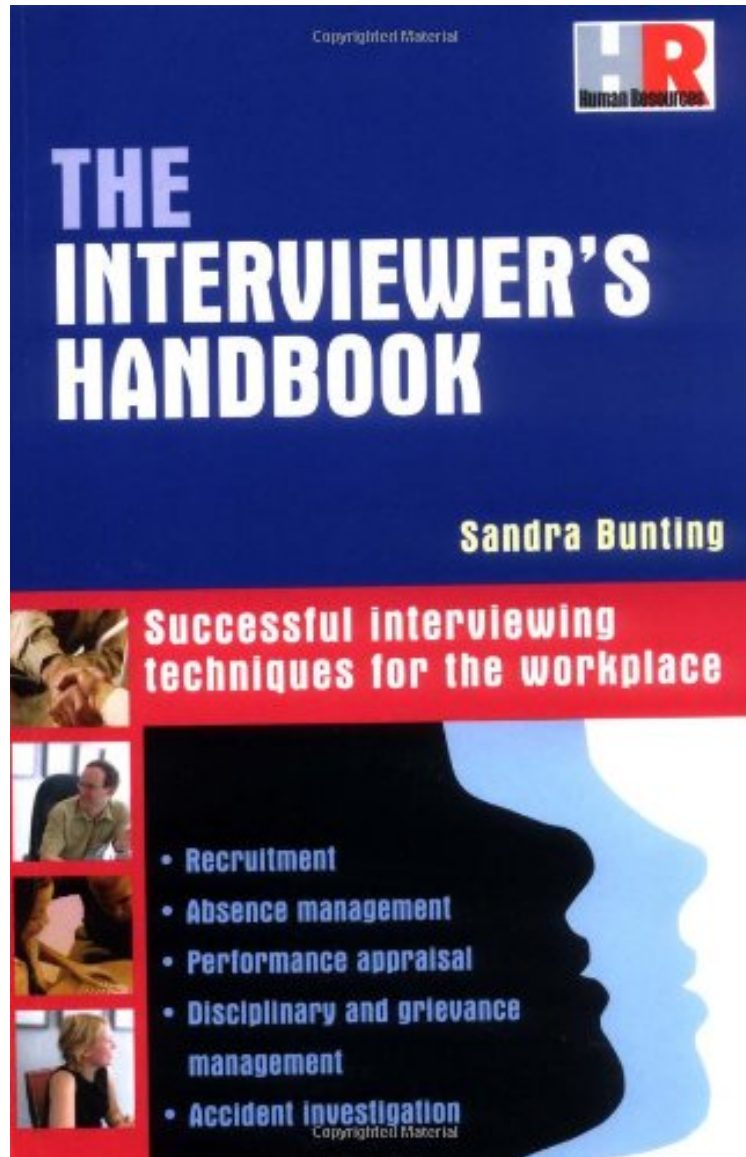


The Interviewer's Handbook: Successful Interviewing Techniques for the Workplace

Bunting Sandra

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Bunting Sandra : The Interviewer's Handbook: Successful Interviewing Techniques for the Workplace before purchasing it in order to gage whether or not it would be worth my time, and all praised The Interviewer's Handbook: Successful Interviewing Techniques for the Workplace:

1 of 2 people found the following review helpful. Basic Guide to running a HR office.By Wingnuter

(Hardliner,FL,NJ,PA)The book is "The Interviewers Handbook"I purchased this book to help me in future interviews, the content goes over the basics in a HR environment. Conducting Interviews, Salary etc... There is a section for Interview's some of the content goes over eye contact where the potential candidate look while answering the questions. The Author states somewhere that women have a better gut Instinct than men when it comes to interviewing potential interviewee. This has to be total %\$\$\$. It has some of the content I was looking for just not as much.

Human resource professionals and managers are regularly conducting interviews with employees and job candidates, and any mistakes they make can be expensive. The Interviewers Handbook gives the interviewer advice on interview techniques for a variety of workplace situations, including recruitment interviews, performance appraisals, attendance and absence management, discipline and grievance management, and accident investigation.This book offers expert advice on the use of effective questioning techniques and how to get the most benefit out of the questioning. It provides in-depth guidance on the role that body language plays and examines the significance of listening techniques. It also shows how to encourage dialogue and avoid conflict in sensitive situations. Case studies and scenarios are provided throughout to illustrate these techniques and how they get the best out of the interviewee and interviewer.

""The book is primarily aimed at human resource professionals, but is written in such an easy to read style that it will form a ready guide to assist all... [A] must have book for any manager."" -- Management Services