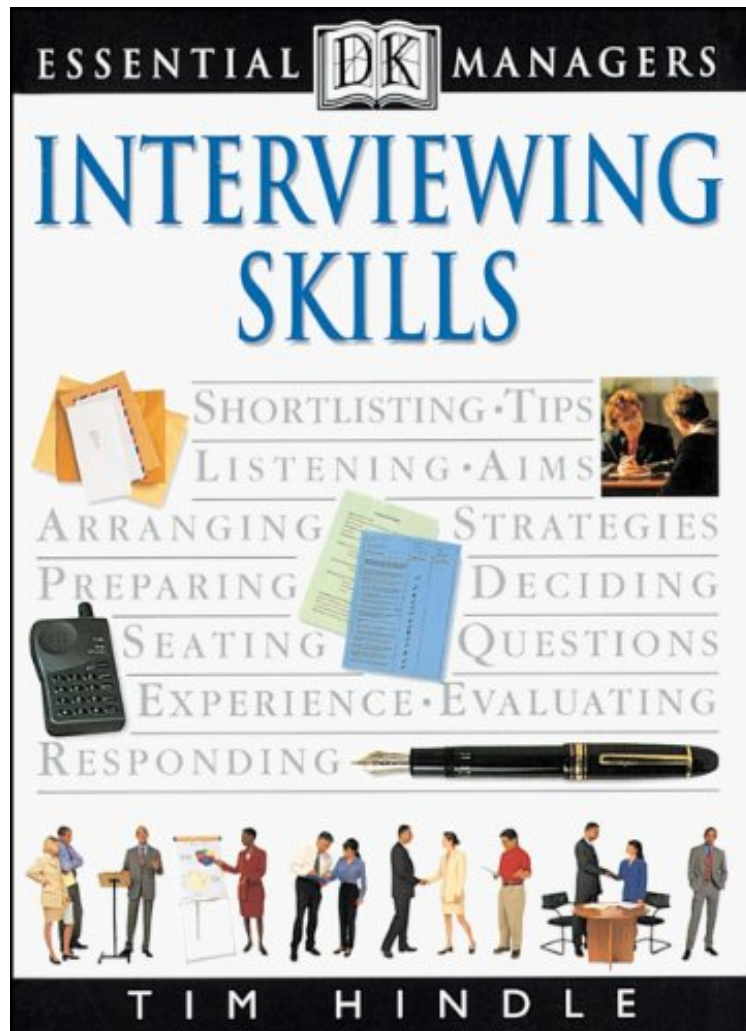


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DK Essential Managers: Interviewing Skills

Tim Hindle

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Tim Hindle : DK Essential Managers: Interviewing Skills before purchasing it in order to gauge whether or not it would be worth my time, and all praised DK Essential Managers: Interviewing Skills:

3 of 3 people found the following review helpful. Good Compact ReferenceBy Robert I. HedgesThis is a good guide for people new to recruiting and interviewing candidates for jobs. Although I like some of the other books in the series better, this one is filled with useful tips on the interviewing process, and emphasizes important areas such as preparation, active listening, shortlisting candidates, and asking good (and relevant) questions. The author also discusses some of the pitfalls (especially legal) of interviewing, which is extremely useful. I discounted the book one star for the illustrations, some of which are good, but several of which are confusing at best. The DK Essential Managers guides are an excellent and easily accessible resource, and I recommend them. 1 of 1 people found the following review helpful. Good read for the interviewerBy Stephanie ManleyThis book is ideal for a hiring manager,

or someone that doesn't have a lot of experience interviewing people. This book is a wonderful guide on creating the best job description possible, and then focuses itself on the interview. I liked that this book has many ideas for how to construct an interview and red flags to be on the look out for. If you don't have an HR department that can assist you in choosing the right person, and the right questions to ask, this book would be ideal for you to pick up and read. Many suggestions are clearly drawn out, even things as simple as how to sit down at the interview, how to make someone comfortable, how to read basic body language. Looking for some tips on making yourself a good interviewer, pick this book up, it is definitely a quick read that has much valuable information inside the cover. 0 of 0 people found the following review helpful. A combo of size and price that managers will read and buy. By Scott T. Most books on interviewing are too long and unnecessarily complicated to be read by hiring managers. Yes, poor hiring is extremely expensive (research shows 50 to 150% of annual salary) so reading a \$30 200-page book is a worthy investment -- and certainly no guarantee for success -- but the same is true for procurement, accounting, etc. These sixty-some pages are just what an interviewer needs for covering all the topics. Shortcomings? There should be a list of legal-minded "don't ask about" these areas (tip #58 is too vague) and I don't think handwriting analysis (tip #72) makes sense. But there's plenty of free web sources on legal issues in interviewing. -Scott [...]

Learn all you need to know about interviewing for recruitment, from preparing suitable questions and structuring an interview to analyzing information and reaching a decision. Interviewing Skills shows how to choose a new person to fill a post or interview colleagues for a promotion, and it also provides practical techniques to use when interviewing. Power tips help you handle real-life situations and develop first-class interviewing skills that will dramatically improve results. The Essential Manager have sold more than 1.9 million copies worldwide! Experienced and novice managers alike can benefit from these compact guides that slip easily into a briefcase or a portfolio. The topics are relevant to every work environment, from large corporations to small businesses. Concise treatments of dozens of business techniques, skills, methods, and problems are presented with hundreds of photos, charts, and diagrams. It is the most exciting and accessible approach to business and self-improvement available. A guide for any manager seeking to hire new talent, including tips on setting criteria, screening candidates, and conducting interviews.

.com Most guidebooks to interviewing job candidates get so bogged down in psychobabble about "personality types" and "character profiles" that they have you terrified that you're going to pick an ax murderer accidentally by the time you hire someone. This short-'n'-sweet 72-page guide cuts out the jargon, and shows you how to manage the position-filling process in three key stages: preparing for interviews (writing the job description and ad, deciding how to recruit, assessing résumés, selecting interviewees and arranging interviews, preparing questions, and honing your listening skills), conducting interviews (evaluating an applicant, guiding the interview, reading body language, and opening and closing the right way), and analyzing interviews (recording impressions, making a shortlist and conducting call-back interviews, matching an applicant to a job, and making a final offer). Throughout, boxed tips; sample job descriptions, résumés and formal offers; handy checklists; and easy-to-follow and adaptable flow charts clarify the interviewing process, and bring it to life. Granted, if you're looking for very specific or in-depth guidance, you might find this book too cursory and general in its approach. But, if you're looking for a thumbnail guide to the basics, it'll do just fine. It's worth mentioning that the book is part of the "Essential Managers" series by reference publisher Dorling-Kindersley--a series comprising 20 itty-bitty books on business and career topics that range from communication, leadership, and decision-making to the management of time, budgets, change, meetings, people, projects, and teams. Combining the talent of the "For Dummies" book series for breaking down a lot of information into bite-sized bits and sidebars with Dorling-Kindersley's signature design style of crisp, classy graphics on a gleaming white backdrop, the books don't represent the cutting edge of business thinking or reflect necessarily any unique individual perspective. Instead, it's as if someone had collated the best general thinking on these 20 topics, and rolled them out into 72 brightly designed and easy-to-read pages--studded along the way with boxed tips, color shots of a multiracial cast of "coworkers" animatedly hashing through the workplace issues of the day, and, on the last few pages of each volume, a self-test of one's skills in the topic at hand. Again, they're not for anyone who's looking for more in-depth or focused help on any of the covered subjects, but they're perfect as a quick general-interest reference; and, let's face it, they're so damn cute, and look so smart in a neat little stack or row, that probably you'll want to buy a whole bunch to give as gifts to your entire staff or department. --Timothy Murphy It hits all the bases... -- Inc. About the Author Tim Hindle is founder of the London-based business language-consulting firm, Working Words, which helps international companies to compose material in English and communicate their messages clearly to their intended audiences. A regular business writer, Tim Hindle has been a contributor to The Economist since 1979 and was editor of Euro Business from 1994 to 1996. As editorial consultant and author, he has produced a number of titles including Pocket Manager, Pocket MBA, and Pocket Finance, and a biography of Asil Nadir, The Sultan of Berkeley Square.