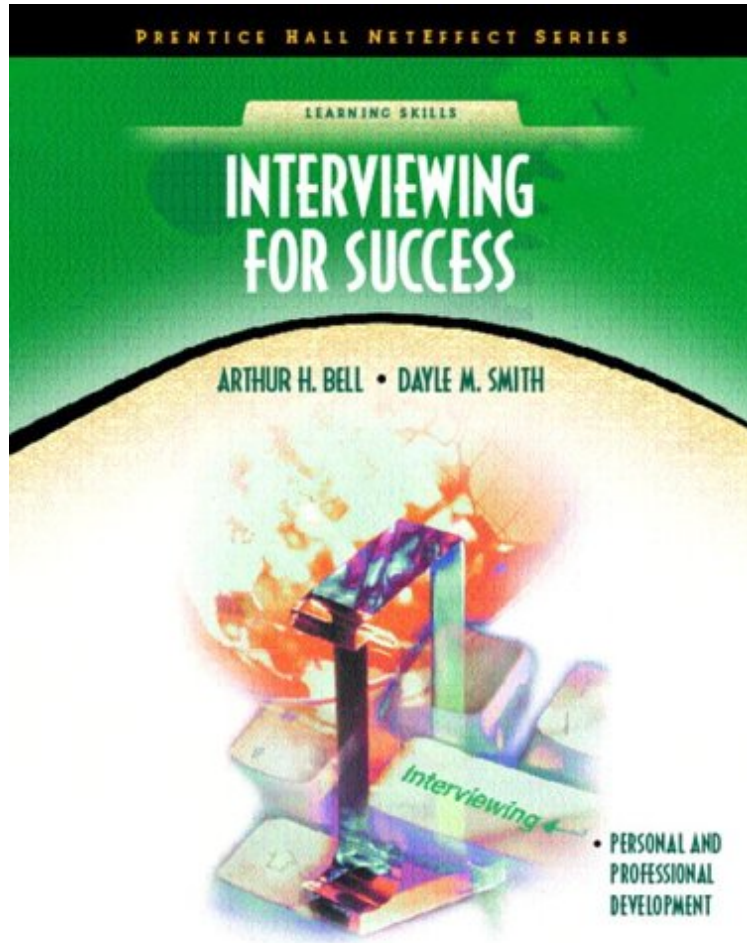


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Interviewing for Success (NetEffect Series)

Arthur H. Bell Ph.D., Dayle M. Smith Ph.D.
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Arthur H. Bell Ph.D., Dayle M. Smith Ph.D. : Interviewing for Success (NetEffect Series) before purchasing it in order to gage whether or not it would be worth my time, and all praised Interviewing for Success (NetEffect Series):

This unique book gives the latest information on how to succeed in the interview process, whether as an interviewee or an interviewer. Both verbal and nonverbal skills crucial to interview success are discussed in detail in this informative and clearly written book, and many sample questions from typical interviews are provided. This book covers all topics relating to the interview process, including techniques for interviewing and the different types of interviews used by governments, business, and other organizations, with special emphasis on the selection and hiring interviews. For job placement specialists, career counselors, personnel directors, human resource department employees, executives,

managers, or any person wishing to brush up on their interview skills.

From the Back Cover Interviewing for Success is a unique book that combines assessment and frequent opportunities for readers to jot down their own thoughts, reactions, and experiences, leading to an individualized strategy for successful interviewing. About the Author "Arthur H. Bell, PhD" is Director of Communication Programs and Professor of Management Communication at the Masagung Graduate School of Business, University of San Francisco. "Dayle M. Smith, PhD" is Professor of Management at the School of Business, University of San Francisco, where she is also Director of the Honors Program. McGraw-Hill authors represent the leading experts in their fields and are dedicated to improving the lives, careers, and interests of readers worldwide. Excerpt. Reprinted by permission. All rights reserved. Minute for minute, the most crucial time spent for business people is in interviews. For job seekers, the interview determines in large part who gets hired. For managers doing the interviewing, these occasions give the company a chance to add to its talent pool and increase its competitive advantage. This book is a success guide for interviewers and interviewees who want to make the most of interview opportunities. Chapter 1, Getting to Know What Interviewers Do and Expect, takes the reader immediately to where the action is by looking over the shoulder of interviewers as they take on the various roles required for thorough interviewing, strategize for learning as much as possible about the job seeker, and evaluate the information they receive. Chapter 2, The New World of Structured Interviewing, reveals the newest approaches to behavior-based interviewing now being used by most Fortune 500 companies and many smaller firms. This chapter shows interviewers how and why to conduct a structured interview and teaches interviewees how to succeed in this new interview environment. Chapter 3, Verbal Techniques for Interviewing, and Chapter 4, Nonverbal Techniques for Interviewing, focus on ways an interviewee can communicate most persuasively with an interviewer. Dos and don'ts are suggested and explained for verbal techniques involving tone of voice, volume, face, emphasis, articulation, and pitch. On the nonverbal side, guidance is given for effective eye contact, posture, gestures, facial expressions, and dress. Chapter 5, What to Do When Interview Questions Turn Illegal, defines what interviewers can and can't ask and shows interviewees what to do when interviewers' questions cross into illegal territory. Chapter 6, Interview Testing, describes the many forms of personality tests, skill tests, integrity tests, drug tests, and other evaluations that can accompany the interview. Chapters 7 through 10 discuss the various forms of interviews, with dozens of sample questions for the selection interview, performance appraisal interview, exit interview, counseling interview, information interview, negotiation interview, persuasion/sales interview, disciplinary interview, career-planning interview, focus group interview, and news/press conference interview. The book concludes with recommended reading for further information and guidance on the interview process. Throughout, the most important points of these chapters are highlighted in "Insight" boxes, followed immediately by "Your Turn" opportunities for the reader to jot down reactions, reflections, experiences, and opinions. This interaction between authors and readers creates a conversation of sorts that leads to individualized strategies for successful interviewing. Both authors welcome contact at bell@usfca.edu.