

1. Record Nr.	UNISA996262849003316
Autore	Clifford Lorenza
Titolo	Interview others : how to spot the perfect candidate / / Lorenza Clifford
Pubbl/distr/stampa	London : , : A & C Black, , [2006] ©2006
ISBN	1-280-70604-X 9786610706044 1-4081-3418-7 1-4081-0187-4
Descrizione fisica	1 online resource (97 p.)
Collana	Steps to Success
Disciplina	658.3112
Soggetti	Employee selection Employment interviewing Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Cover; Titlepage; Copyright; Contents; About the author; What type of interviewer are you?; 1 Interviewing others: The basics; 2 Preparing to interview others; 3 Conducting a one-to-one interview; 4 Taking part in a panel interview; 5 Conducting a telephone interview; 6 Conducting an internal interview; 7 Making a good selection decision; 8 Making a job offer; Where to find more help; Index
Sommario/riassunto	Interviewing prospective job candidates can be a real challenge, and sometimes the interviewers are just as nervous as the interviewee! If you are new to interviewing and need to learn some essential skills, Interview Others is the book for you. Full of advice on how to get the best from others and from yourself, it covers everything from preparing for an interview, to dealing with different types of interview situations, to the right (and wrong) questions to ask, to making a job offer. This book also includes a quiz, step-by-step guidance and action points, common mistakes and how to avoid them.