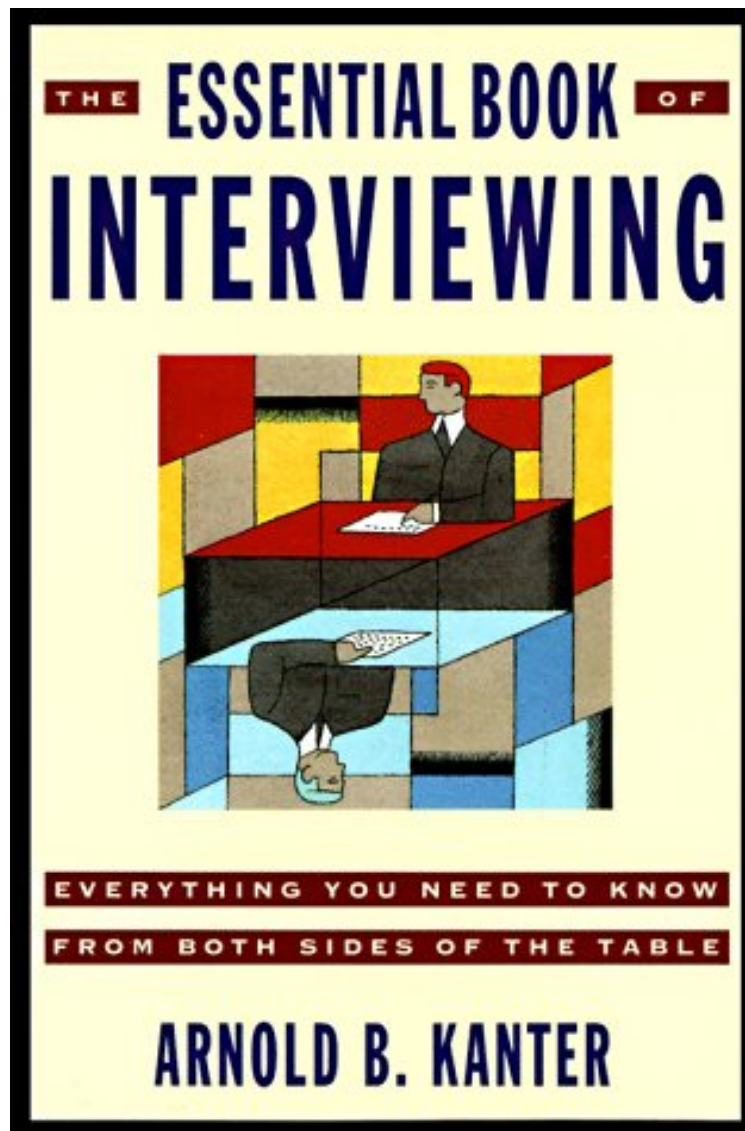


(Library ebook) The Essential Book of Interviewing: Everything You Need to Know from Both Sides of the Table

The Essential Book of Interviewing: Everything You Need to Know from Both Sides of the Table

Arnold B. Kanter

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Arnold B. Kanter : The Essential Book of Interviewing: Everything You Need to Know from Both Sides of the Table before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Essential Book of Interviewing: Everything You Need to Know from Both Sides of the Table:

10 of 10 people found the following review helpful. Designed for us reluctant interviewers
By Betsy Smalley
I never prided myself on my interviewing skills, and I was always amazed at how much better prepared the candidates were than I. But now I actually feel competent to conduct an effective interview. And I've already put these new skills to the test. However, I would like to see a little more on gracefully turning down unsuitable candidates.

In today's tough job market, the interview process is more important than ever. But to be successful in the interview game each side needs to know what the other is really looking for. *The Essential Book of Interviewing* gives interviewers and interviewees the principles and techniques they need to master the process. In a clear and highly readable style, Arnold B. Kanter explains how job seekers and interviewers can:-- Give and get the information they need-- Ask the right questions and avoid the wrong ones-- Prepare for the interview and make decisions-- Achieve diversity and avoid illegal hiring practices
The result is the most complete and helpful book on interviewing ever written. Whether you're seeking your first job or hiring your hundredth employee you can't afford to be without *The Essential Book of Interviewing*.

From *Library Journal*
The 20 worst questions as rated by interviewees also happen to be the 20 favorite questions of interviewers. What these 20 questions are and why they are bad or how to handle them, depending on which side of the table you are on, are among this book's many insights. Kanter, a consultant to law firms and investment banks on hiring and related issues, offers an examination of the interview process that links interviewer and interviewee with wisdom for both. He covers the process from preparation for the interview to the offer and closing, listing the questions an interviewer as well as the interviewee should ask. He also includes an interesting chapter on how to use a resume to develop questions. This book is full of valuable techniques and tips for anyone involved in an interviewing situation. Recommended for career and business collections.
Joshua Cohen, Mid-Hudson Lib. System, Poughkeepsie, N.Y.
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From *Booklist*
Too bad that most interviewers aren't clones of Kanter, who, for many years, was a hiring partner at one of Chicago's large law firms. His sense of humor and absolute candor, the anecdotes he has accumulated and now relates, and his commonsense approach to the business of hiring the right people all qualify for a "best interviewer" award. In a detailed, running commentary-type narrative, he charts all steps of the process, from first defining job requirements and candidate qualifications to extending the offer. No subject is overlooked on either side of the desk: the best interviewers, for instance, take notes, use silence effectively, listen, and maintain control without talking too much; whereas the best interviewees relax, aren't pandering sycophants, and show enthusiasm. Some of his beliefs may challenge established interview-isms, such as avoiding games, checking references carefully, not mistaking glibness for intelligence, or undervaluing motivation. On the other hand, a caring, concerned hiring executive like Kanter is all too often difficult to meet in the 1990s workplace. Barbara Jacobs "So often those we interview are strangers to us, and we to them. Thus does one begin to appreciate the importance of Arnold Kanter's excellent new book. In it, he strips away outdated interview practices and then presents a clear blueprint that will help everyone achieve the desired result."-- Harry J. Pearce, executive vice president, General Motors
"Arnie Kanter has succeeded in disarming the interview confrontation by defining the mutual needs and expectations of the parties in a whole new way. Just the idea that one book could be written for two sides destroys the premise that interviewing is best recognized as an adversarial situation. Arnie is to interviewing what Dolly Levi is to matchmaking."-- Terrence R. Connelly, managing director, Salomon Brothers, Inc.