

Interviewing Skills Dk Essential Managers

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About DK Essential Managers: Interviewing Skills 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.

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Reading Body Language Learn to read people ' s body language. It may convey as much about them as their words do. Body language is particularly useful to an interviewer – it is difficult for a candidate to be evasive or dishonest using body language because it is instinctive.

DK Essential Managers: Interviewing Skills

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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.

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The Essential Manager's Handbook | DK US

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DK Essential Managers: Interviewing Skills | DK US Pace an interview carefully so that you can cover all the necessary ground in the time allocated. You must be able to direct a candidate gently towards another subject if required, or hurry them along politely if they linger too long on a favourite topic. DK Essential Managers: Interviewing Skills

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DK Essential Managers: Interviewing Skills

One of the most essential interviewing skills at your disposal is being able to read others. You need to find your hiring manager's unsaid concerns or thoughts. As an interviewee, your job goes beyond simply answering posed questions. You need to find the interviewer's hot button.

Essential Interviewing Skills | Interview Questions ...

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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.

Interviewing People (Essential Managers): Hindle, Tim ...

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