# Successful interviewing techniques for hiring,coaching, and performance management meetings

Arthur, Diane, author

Deskripsi Lengkap: https://lib.ui.ac.id/detail?id=20440670&lokasi=lokal

--------------------------------------------------------------------------------

Abstrak

The skills needed to conduct all types of business interviews and ensure legal compliance. Here is the book that can turn non-interviewers into good interviewers?and good interviewers into great interviewers. Whether you're a general manager or human resources specialist, the fact is that you do some interviewing (formally or informally) virtually every day. This book will help you sharpen such skills as open-ended questioning, active listening, and reading body language?all essential in a variety of management situations. You?ll learn to apply these techniques to 12 types of business interviews, from hiring and coaching to assessment and termination. You?ll even gain practice in dealing with interviewees who are nervous, aggressive, overly talkative, evasive, or otherwise challenging. "Which questions can and can't I ask? How should I document an interview?" Because such concerns can trip up even the most experienced business interviewer, you?ll find clear guidance on key legal issues and specific do's and do not's dictated by current legislation. Managers will also appreciate the wealth of real-life dialogs that highlight this broad-based and highly useful course. This is an ebook version of the AMA Self-Study course. If you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy.