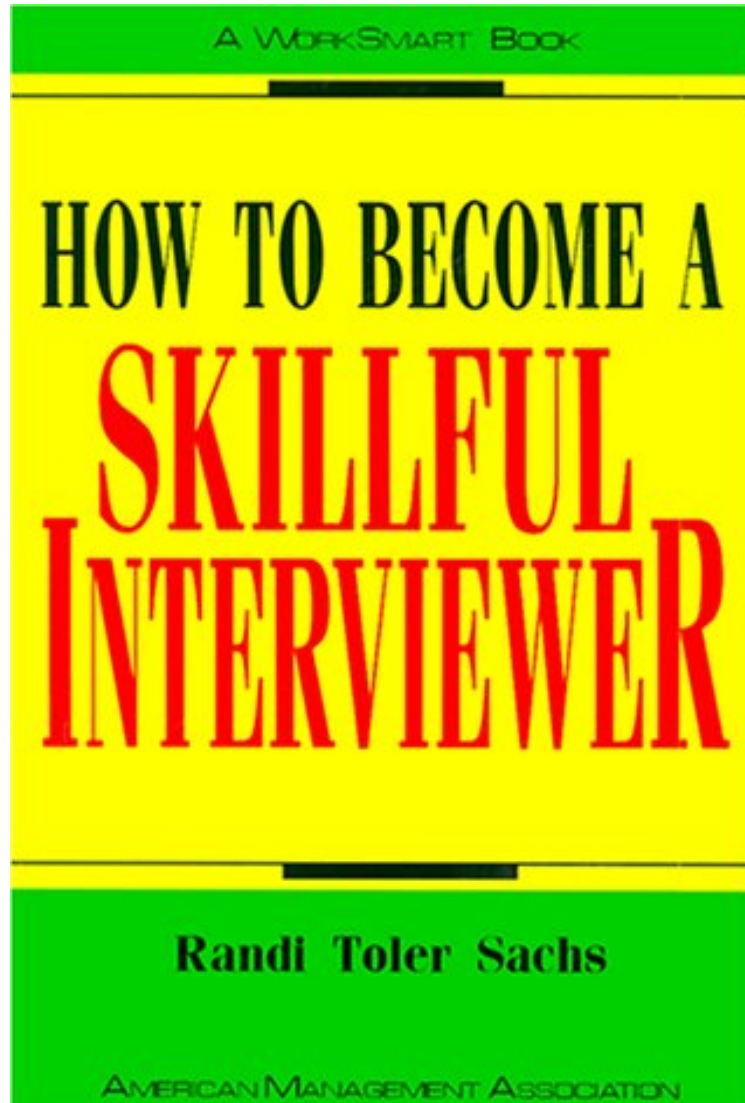


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## How to Become a Skillful Interviewer (Worksmart Series)

*Randi Toler Sachs*

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**Randi Toler Sachs : How to Become a Skillful Interviewer (Worksmart Series)** before purchasing it in order to gage whether or not it would be worth my time, and all praised How to Become a Skillful Interviewer (Worksmart Series):

3 of 3 people found the following review helpful. Rudimentary and genericBy cbsfThere are many more comprehensive books available, this book wasn't even useful as a "quick brushup" or as an initial primer because it was so generic. Also, too much time is spent on really minor things - one sentence would have sufficed rather than several pages on how a messy office versus a clean office makes a different impression on the interviewee. Fleshing

out how to ask useful and incisive interview questions and how to identify warning flags would have been much more useful. I've been very impressed with "Hiring the Best: A Manager's Guide to Effective Interviewing", and both newbie as well as experienced interviewers in my team have greatly benefited from it. 13 of 14 people found the following review helpful. Great advice for getting the info you want in an interview! By A Customer As a successful, self-taught business owner and entrepreneur for over 20 years, I have read them all and this simple book, that can be read in a matter of hours, has some of the finest insights around. It's easy. It's simple. Author Sachs gives examples of what to ask, what not to ask, and the way to word the question to get the best answer. I have owned this book for five years and continually refer to it for a refresher, give it my managers to read before they interview and recommend it to friends. You can spend a lot more money, but I have yet to find a nuts and bolts book that's any better.

This guide helps readers master basic interviewing skills, including how to: assess their interviewing style and identify subconscious influences; set an agenda that keeps the interview proceeding on track; get all the answers they need from job applicants, even on tough questions; listen effectively for hidden meanings; avoid discriminatory interviewing; and conduct group and follow-up interviews. The book includes tests, fill-ins, checklists and examples of good interviewing questions. Randi Toler Sachs is the author of "Productive Performance Appraisals".