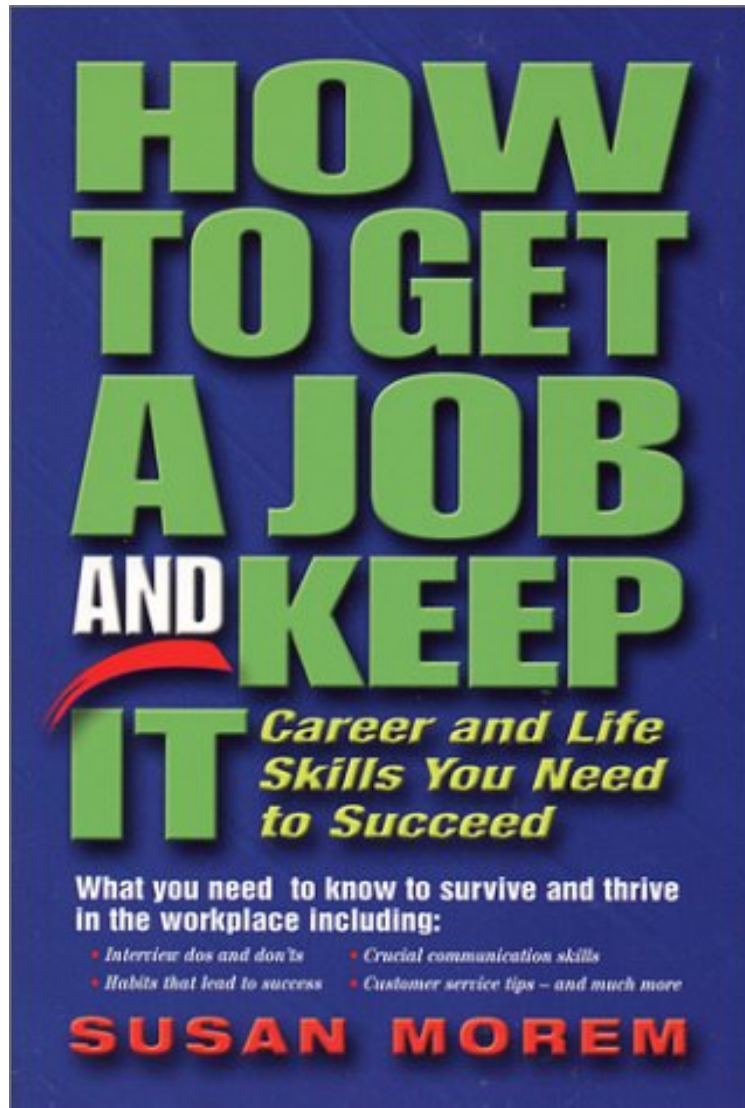


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## How to Get a Job and Keep It (Occupational Outlook Handbook Series)

*Susan Morem*

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**Susan Morem : How to Get a Job and Keep It (Occupational Outlook Handbook Series)** before purchasing it in order to gage whether or not it would be worth my time, and all praised How to Get a Job and Keep It (Occupational Outlook Handbook Series):

0 of 0 people found the following review helpful. Offers a wealth of "user friendly" adviceBy Midwest Book ReviewHow To Get A Job And Keep It is an in-depth career guide by career and workplace expert Susan Morem (president of the training and consulting firm Premier Presentation, Inc.) to finding the best job for one's talents and

doing well in the workplace. From tips, tricks, and techniques to preparing a resume, applying for jobs and presenting oneself at interviews, to emulating the useful habits of successful people, improving communication skills and learning to properly handle customer service, *How To Get A Job And Keep It* offers a wealth of "user friendly" advice and is an excellent primer for career hunters regardless of background or experience levels in securing employment. 0 of 0 people found the following review helpful. It's all about Retention!!! By Job Placement Counselor I hear the same story all day long... "I lost my job but it wasn't my fault!". Sometimes this is true...and sometimes it's not. Usually the latter. I don't fault these people because I think deep down people don't know how to keep a job. This book is truly realistic and honest in coaching someone how to keep the job they worked hard to get. It walks you through behavioral coaching, socially appropriate and inappropriate behavior, how to maneuver in the business world today (very different from our parents' generation!). It's a great read and I think EVERYONE would benefit...regardless where you are on the ladder (including the execs!!!).

This guide is designed to help students understand the realities of the working world. It takes readers step by step through the job search and interview process, examining how to prepare, what to do and what not to do in a job interview and how to follow up.

About the Author Sue Morem is a nationally recognized career expert. She has written newspaper workplace advice columns and conducts workshops around the country.