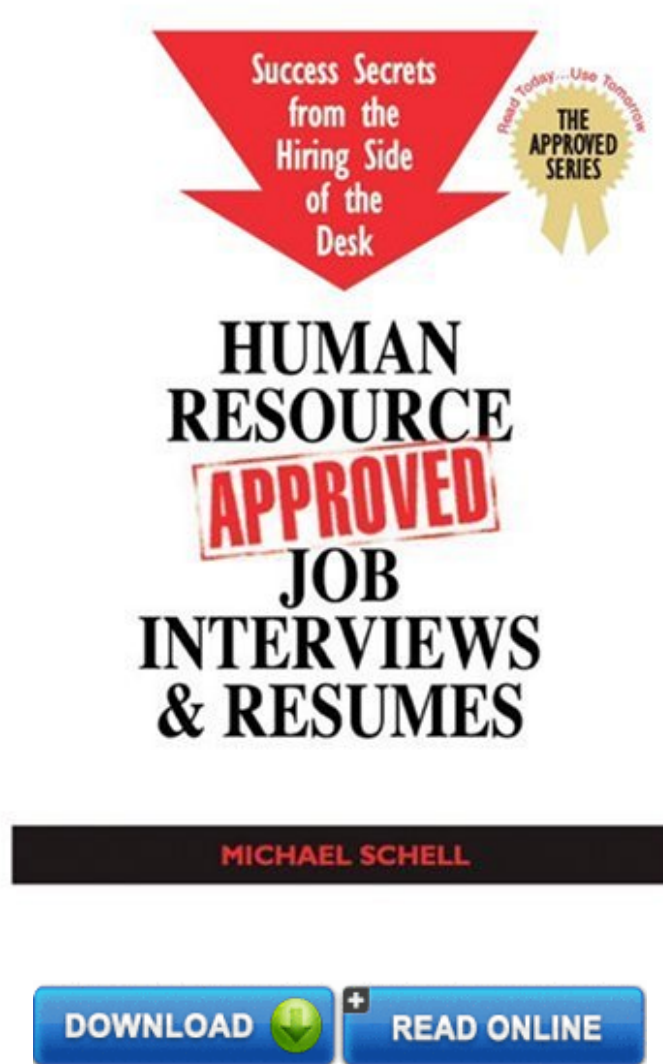


(Mobile ebook) Human Resource Approved Job Interviews Resumes: Successful Secrets from the Hiring Side of the Desk

Human Resource Approved Job Interviews Resumes: Successful Secrets from the Hiring Side of the Desk

Michael Schell

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Michael Schell : Human Resource Approved Job Interviews Resumes: Successful Secrets from the Hiring Side of the Desk before purchasing it in order to gage whether or not it would be worth my time, and all praised Human Resource Approved Job Interviews Resumes: Successful Secrets from the Hiring Side of the Desk:

4 of 4 people found the following review helpful. Insights from the other side of the desk....By Robert MorrisToo many salespersons (as well as those who supervise them) do not understand the importance of obtaining permission. Specifically, permission to provide information and thereby begin what then becomes a cultivation-solicitation process. So we continue to be inundated with postal and electronic mail we do not want. Telephone calls from persistent strangers invade our personal schedules. And so forth. Why not take the time to learn how best to approach

us? How best to obtain our permission to proceed? All they have to do is ask. The same is true of those who recruit, interview, and hire job candidates. This is one in a series of volumes in the Approved Series, each of which is written from the perspective of "the person on the other side of the desk," in this instance who buys, interviews, hires, etc. What Schell has done is to interview more than 60 HR professionals to obtain the information which he then carefully organizes within seven Parts: Effective Job Search Strategies The HR-Approved Resume The HR-Approved Cover Letter HR-Approved Preparation The HR-Approved Interview HR-Approved Follow-Up How to Annoy HR Professionals -- Guaranteed! NOTE: This last Part all by itself is worth far more than the cost of this book. Reading the previous six Parts first, however, is necessary to derive maximum value. When concluding his book, Schell shares "Some Final Thoughts" as well as additional information about HR contributors, himself, his research director, and the Approved Series. Those who wish to review -- at no cost, of course -- the full statistical data for all of his surveys are invited to visit the special readers' web page: [...] With his reader's permission, of course, Schell will provide periodic updates, special offers, and related information. As is also true of each of the other volumes in the series, this one really does contain information and counsel of great value to those who sit on BOTH sides of the proverbial desk. That is to say, it will thoroughly prepare HR professionals and others (especially those who are relatively inexperienced) to be much more effective when recruiting, interviewing, and hiring. It can also thoroughly prepare job candidates who participate in that process. Hence the importance of the final Part, How to Annoy HR Professionals -- Guaranteed! Those who share my high regard for Schell's book are urged to check out Paul Falcone's 96 Great Interview Questions to Ask Before You Hire, Lance A. Berger and Dorothy R. Berger's The Talent Management Handbook: Creating Organizational Excellence by Identifying, Developing, and Promoting Your Best People, Richard Luecke with Peter Cappelli's Harvard Business Review on Hiring and Keeping the Best People, and Bradford D. Smart's Topgrading: How Leading Companies Win by Hiring, Coaching and Keeping the Best People. 1 of 1 people found the following review helpful. Total Dissapointment! By HR PRO This book was a total waste of money! The author indicates that the book concentrates on resumes and interviews. This book falls short on the resumes. In fact, the resumes that are included are extremely cheap and probably created by an intern rather than a professional seeking a HR job. The techniques/interview insights are insightful to a certain degree. I also purchased Real Resumes for HR Personnel Jobs and was highly impressed. The ISBN is 1-885288-29-80 of 0 people found the following review helpful. Great tips! By Nova Scotia Julie I thought this book was great! It provides tips for interviews, resumes and cover letters. It helped me to think about the interview process as a two way conversation. I should be interviewing the company just as they are interviewing me. The book was easy to read and very helpful to me when looking for my current job. I've passed the book around to friends too as a guide when searching for a new job.

Human Resource Approved Job Interviews Resumes is an easy-to-read, easy-to-use book that guides a job hunter through the entire hiring process: The job search Preparation The cover letter The resume The interview Follow-up to the interview Like the rest of the Approved Series, Human Resource Approved Job Interviews Resumes is research based. It features interviews with 65 human resource professionals and hiring managers from various industries. Their commentary on the various strategies and approaches in the book allow you to use them with confidence. If you've ever wondered what human resource professionals really think of your cover letter and resume, then read this book and you'll see what works best. When you get called in for a job interview, learn how to make the best first impression possible, and discover what works for follow-ups. Covering all the bases for winning the job, this book also includes a Bonus Section (what NOT to do): How to annoy the HR experts guaranteed Read today use tomorrow.

"Job hunting is a journey into unknown territory. To do it right, you need a qualified guide. Here's yours!" -- Doug Hilton, Senior Director of Human Resources, ADP Inc. "Mike has done a remarkable job... Readers will quickly gain an appreciation for what works and what doesn't." -- James H. Reese, CEO, Randstad North America, Member of the Executive Board Randstad Holding "This is the book all job-seekers should read and use." -- John Sullivan, Professor of Management, San Francisco State University About the Author A respected teacher of sales and marketing, with more than 20 years of corporate sales experience, Michael Schell is the President and CEO of The Approved Group Inc. The companies produce, market and license the Approved™ Series of books and associated workshops. Michael has often thought: If you are going to write a book, write the one you always wanted to read but could never find. Michael is highly in demand as a keynote speaker. He brings dynamic personal style and great energy to his presentations of the Approved experience, conveying a wealth of insight and advice with refreshing directness and inspiring immediacy. Backed by extensive research and his own first-hand knowledge, Michael's approach engages audiences by illustrating and illuminating the Approved Secrets in a concrete, ready-to-use form that people can apply right away.