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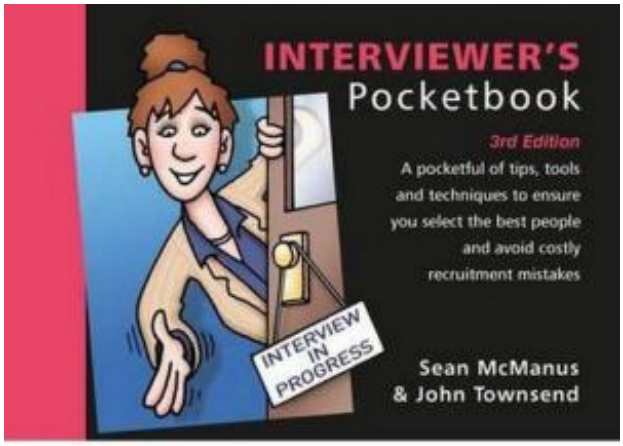

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Reviews

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MANAGEMENT POCKETBOOKS, United Kingdom, 2014. Paperback. Book Condition: New. 3rd Revised edition. 148 x 105 mm. Language: English . Brand New Book. The Interviewer s Pocketbook has had a major overhaul in this new third edition and now focuses exclusively on the recruitment interview. The opening chapters look in detail at the necessary skills for conducting an interview: questioning techniques, listening skills and interpretation of body language. Types of question are explored, with ways in which to use them, as well as questions to avoid asking, while a helpful example interview shows the techniques in action. Later chapters cover preparing for and conducting the interview, including looking at job descriptions and specifications, preparing evidence questions, and evaluation of candidates.

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