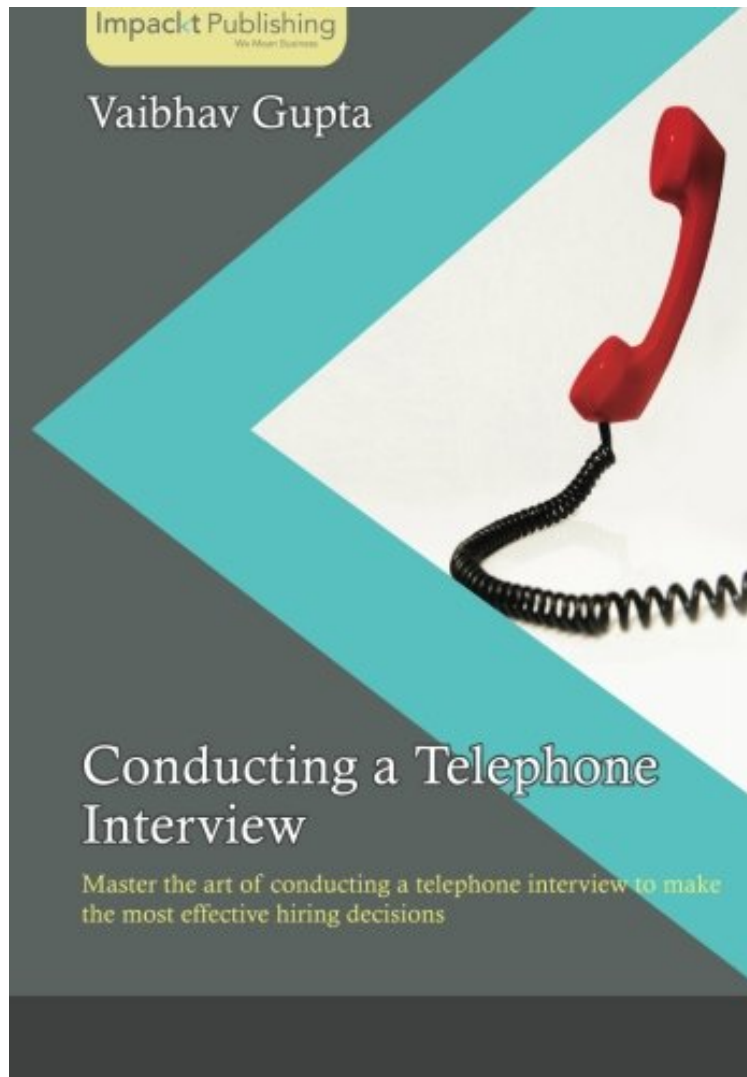


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Conducting a Telephone Interview

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Master the art of conducting a telephone interview to make the most effective hiring decisions About This BookLearn the fundamental techniques needed to conduct comprehensive and effective telephone interviewsOptimize your recruitment process through telephone interviews, saving you money and time.Avoid the common mistakes that can lead to misunderstandings and disengaged candidatesWho This Book Is ForThis book is designed for managers and

HR professionals who have to conduct telephone interviews and wish to improve their technique in order to get the most out of the recruitment process. In Detail As organizations become ever more global and recruitment needs intensify, the telephone interview is increasingly becoming recognized as an essential aspect of the recruitment process. However, conducting a successful telephone interview is a complex and nuanced process that requires much training and practice. Conducting a Telephone Interview is a practical and comprehensive guide covering every aspect of the telephone interview process. You will learn all the essential elements of successful telephone interviewing, including planning and verbal conduct, asking insightful and relevant questions, and consistently and accurately evaluating the answers given in order to make the correct hiring decision. Covering everything from the role of telephone interviews in the modern recruitment process to selling the job and closing a job offer with a candidate, this book investigates every aspect of the telephone interview process, giving insightful, practical advice and case studies at each point. Telephone interviewing has been shown to reduce both the time and cost of recruitment, but conducting a successful telephone interview is a complex and highly valuable skill. This book will take you on a logical and detailed journey from the planning and scheduling stage, to giving guidance on what sort of questions to ask, what answers to look for, how to dig deeper, and how to effectively evaluate a candidate. Reading this book will equip you with all the knowledge necessary to make the right hiring decisions from effective, comprehensive telephone interviews.