

(Free download) Effective Interviewing Skills Participant Workbook

# Effective Interviewing Skills Participant Workbook

*Tracey A. Swift, Ivan T. Robertson*  
*ePub | \*DOC | audiobook | ebooks | Download PDF*

PARTICIPANT'S WORKBOOK One Stop Training Series


## Effective Interviewing Skills

■ Tracey A. Swift  
■ Ivan T. Robertson

BPS  
BOOKS THE BRITISH  
PSYCHOLOGICAL  
SOCIETY



S E R I E S E D I T O R · M I C H A E L W E S T

 Download

 Read Online

#13553448 in Books 2000-04-07Original language:EnglishPDF # 1 11.52 x .20 x 8.20l, .47 #File Name:  
1854333046162 pages | File size: 47.Mb

**Tracey A. Swift, Ivan T. Robertson : Effective Interviewing Skills Participant Workbook** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Effective Interviewing Skills Participant Workbook:

This programme is designed for organizations to teach effective interviewing skills to key members of staff for use in a variety of scenarios from selection to disciplinary interviews. The programme begins with assessing current practice and how to develop a corporate policy. The different types of interviews are covered as well as the issues of ethics and interview bias.

From the Back Cover Many organisations now use a combination of selection methods to assist selection decisions - but the traditional selection interview still dominates the selection process. However, it appears that few organisations have established standards for selection procedures, with many using a range of selection methods in a very ad hoc fashion. This training pack has been designed to assist managers to review their current approach to interviewing, and to draw on an accumulation of research evidence about interviewing, in determining a corporate policy within their company.

About the Author Tracey Swift is an associate of the Institute of Work Psychology, University of Sheffield and Managing Director of Corporate Social Metrics Limited. Professor Ivan Robertson is Pro-Vice Chancellor (Staffing) at UMIST and Director of the SHL / UMIST Research Centre in Work and Organisational Psychology.