

# Suggested Career Reading

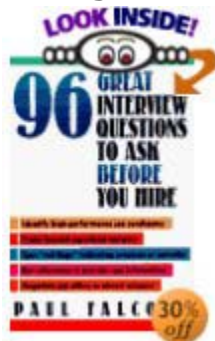
## To Sharpen Interviewing Skills

- 96 Great Interview Questions by Paul Falcone
- 101 Great Answers to the Toughest Questions by Ron Fry
- Conducting Better Job Interviews (Barron's Business Success Series) by Robert F. Wilson
- High Impact Hiring: How to Interview and Select Outstanding Employees by Del J. Still
- The Headhunter's Edge by Jeffrey E. Christian

### **96 Great Interview Questions to Ask Before You Hire**

by [Paul Falcone](#)

Average Customer Review: ★★★★★



#### **Editorial Reviews**

##### ***Midwest Book Review***

Plenty of job titles advise on how to handle interview questions; but too few lend depth to the employer's side - what to ask, and how. Falcone's title is invaluable in telling how to organize interviews to best identify high-performance candidates and how to spot evasions and untruths. An excellent guide to turning general answers into specifics, and to using these candidates' specifics to assess strengths and weaknesses.

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## 101 Great Answers to the Toughest Interview Questions

by [Ron Fry](#), [Ronald W. Fry](#)

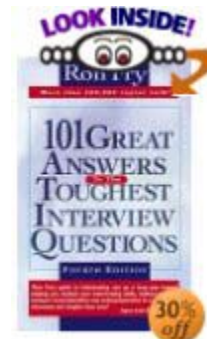
**All Customer Reviews** Avg. Customer Review: ★★★★★

### Editorial Reviews

#### **From Library Journal**

Two more sources for job hunters. Both are useful, affordable guides to the interview process with different focuses. Fry's emphasis on one aspect of the procedure, the one-on-one interview (i.e., the selection rather than the screening), in a question-and-answer format offers a fresh, active approach to a timely subject. After two introductory chapters of guidelines, the author identifies the toughest themes of a successful encounter and provides proven responses in clear, readable text. In a revision of his comprehensive classic *Sweaty Palms* (LJ 7/78), Medley updates his how-to handbook of job interviewing techniques, emphasizing skills and strategic planning. Although still verbose, the guide, however, gives full explanations of a wide coverage of tips from preparation and salary negotiation to issues of sex in the workplace and the handling of questions of discrimination. Most helpful are summary checklists at the end of each chapter for easy scanning and four appendixes, including more than 200 commonly asked questions and questions to ask of the interviewer. For career collections. - *Marilyn Rosenthal, Nassau Community Coll. Lib., Garden City, N.Y.*

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## Conducting Better Job Interviews (Barron's Business Success Series)

by [Robert F. Wilson](#)



Average Customer Review: ★★★★★

### Editorial Reviews

#### **Ingram**

Here are rules for recognizing talent among job applicants, hiring the right person for the right position, making the final decision regarding whether or not to offer the job, and more. --*This text refers to an out of print or unavailable edition of this title.*

★★★★★ **A easy read, full of good information**, August 14, 2000

Reviewer: [Dr. Wayne Ford \(see more about me\)](#) from Elk Grove, CA USA

I found this to be a good tool for new interviewers and veterans alike. I think anyone could benefit from this guide to better selection.

Wayne D. Ford, Ph.D., author of "How to Spot a Liar in a Job Interview" and "How to spot a Phony Resume" [docwifford@msn.com](mailto:docwifford@msn.com)

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# High Impact Hiring: How to Interview and Select Outstanding Employees

by [Del J. Still](#)

**Average Customer Review:** ★★★★★

★★★★★ "You win by building an exceptional work force", April 25, 2001



**TOP 500**  
*Reviewer*

Reviewer: [Turgay BUGDACIGIL \(see more about me\)](#) from Istanbul, Turkey

"Making the right hiring decision is more important today than ever before." Del J. Still writes, "I don't have to tell you about the impact of smarter competition and globalization of today's business on profits. I'm sure you've felt the pressure. If not, you will. Even the smallest company cannot afford to operate as they have in the past and expect to succeed in today's pressure-filled environment. How do you win? You win by building an exceptional work force"(p.19).

In this context, throughout the book, he presents his 7-Step interview model that can be summarized by one seven-letter word- 'PROCEED.' He argues that "It is an acronym where each letter represents one step of the process. 'PROCEED' is your blueprint to interviewing success. You'll be amazed at the results you achieve when you follow this process, step-by-step"(p.42).

## **Step 1: Prepare**

- \* Identify existing superior performers
- \* Create a job description for the position
- \* Identify the competencies or skills needed to do the job
- \* Draft interview questions

## **Step 2: Review**

- \* Review questions for legality and fairness

## **Step 3: Organize**

- \* Select your interview team and your method of interviewing
- \* Assign roles to your team and divide the questions

## **Step 4: Conduct**

- \* Gather data from the job candidate

## **Step 5: Evaluate**

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\* Determine the match between the candidate and the job

**Step 6: Exchange**

\* Share data in a discussion meeting

**Step 7: Decide**

\* Make the final decision

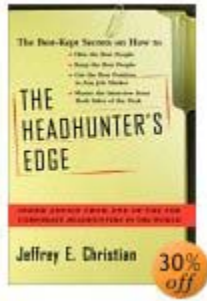
Finally, he writes that "Even though the material I have included in this book is based on years of research and practical experience, it can always be improved. I encourage you to experiment with the methods and discover what works best for you...The cardinal rule is to 'stay legal' and 'play fair.' The 'best' thing you can do is put someone in a job where their competencies closely match the requirements. The 'worst' thing you can do is the opposite"(p.221).

Highly recommended.

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## The Headhunter's Edge



by [Jeffrey E. Christian](#)

### Customer Reviews

Avg. Customer Review: ★★★★★

### Editorial Reviews

#### **Amazon.com**

Recruiting and retaining the proper employees is an undeniable key to corporate success, and *The Headhunter's Edge* offers proven advice for those on either side of the process. Want to attract the best skills to your company, or find the best company for your skills? Jeffrey E.

Christian, a high-level search consultant for corporations like

Microsoft and Hewlett-Packard, says we've entered a talent economy in which thinking like an executive recruiter can make the difference whether you're hiring or looking for work. The bulk of the book details suggestions for finding the right people (don't rely too much on academic credentials, do seek résumés displaying upward movement), uncovering the candidates who can sell more than themselves (prepare interviews for specific positions, craft questions that show decision-making and problem-solving aptitude), ensuring that potential employees are who they claim to be (go beyond the references initially supplied, meet personally with critical sources), and retaining those you ultimately select (don't be stingy with compensation, benefits, responsibility, or recognition). Additionally, it shows how to turn this advice around and advance your own career (use well-prepared phone calls to stand out, pay attention to events inside and outside your organization). Packed with loads of such practical and specific tips, this book is recommended for anyone involved on any level in the job market. --Howard Rothman

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