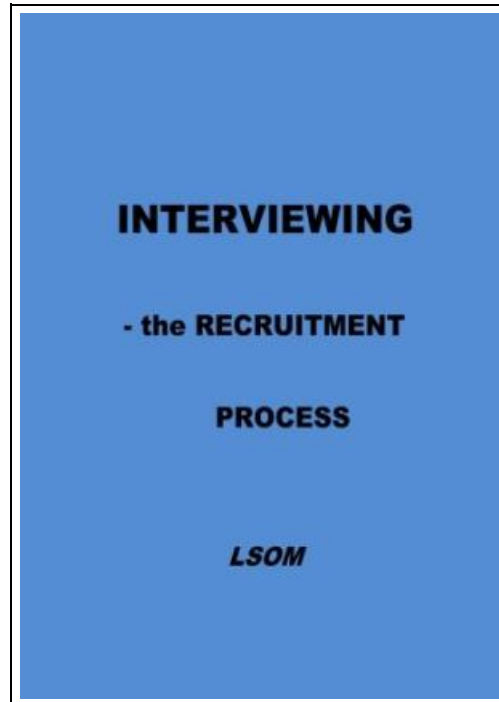# Interviewing - The Recruitment Process: -

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Reviews

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(Prof. Antone Olson II)

INTERVIEWING - THE RECRUITMENT PROCESS: -

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Createspace, United States, 2014. Paperback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book ***** Print on Demand *****.INTRODUCTION Interviewing skills are a way of Organization life. This begins with the hiring interview, followed by the confirmation of appointment interview, from the performance appraisal interview and finally the termination of employment interview. These skills are not endowed but are learned. . The interview is perhaps the most critical step in the recruitment process; yet, perhaps the most ignored in terms of effectiveness. There is a general tendency in most Organizations to assume that every Manager has the ability to interview new candidates for employment; why this opinion is so common place is difficult to fathom as many Mangers have never been trained in interviewing techniques. Yet, the hiring interview is one of the most important time that a Manager can expend because hiring the right candidate will be an asset to his/her Department and Organization. No application form, curriculum vitae (resume), letter, oral recommendation or psychological/psychometric tests have the impact of a personal face to face meeting with a candidate for a job. Moreover, the decision that an interviewer (or interviewee) makes, based on the interview (meeting), may affect your Organization for years to come. Selecting the right person for the job can strengthen an Organization. Conversely, hiring the wrong individual can be costly in time, money and morale. This book dwells on the hiring interview and although there is no substitute for training in a seminar/workshop, this book will remedy some of the defects of being untrained. You will find there are no lengthy explanations of the subject matter; in fact, I have found from my working(in Organizations as an employee and later as an Organization Consultant) that Managers want to learn the how to...

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