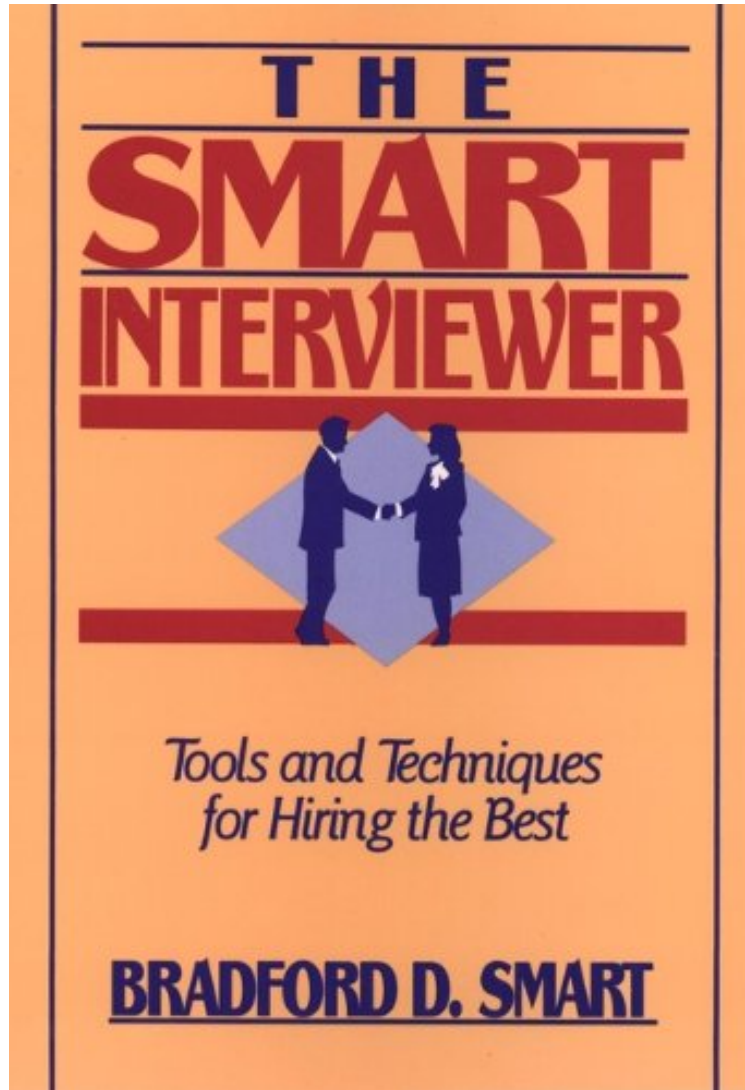


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The Smart Interviewer

Bradford D. Smart

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would be great.

The Smart Interviewer In 20 years of specializing in interviews, management psychologist Brad Smart has successfully interviewed more than 4,000 candidates for selection or promotion, trained over 3,000 hiring managers in how to interview, and counseled thousands on how to manage their careers. The Smart Interviewer is a culmination of this vast experience. In it, Smart shares with you the secrets to successful interviewing. Written in a most readable style and featuring humorous cartoons, this book will immediately help you improve your interviewing effectiveness. You'll learn: * How to build excellent rapport * How to apply the TORC Technique for motivating the interviewee to be totally candid and reveal negatives * How to conduct productive reference calls * How to correctly interpret an interviewee's responses * How to prepare for an interview, how much time to take during an interview, how to focus your questions in ways that will reveal whether the interviewee meets your organization's needs or not--plus the latest hiring legalities you should be aware of The Smart Interviewer will help you avoid costly mishires and mispromotions and give you strategies and tools to hire productive, high-caliber employees that meet your company's needs.

From the Publisher A how-to course in selection interviewing. Presents a simple, elegant technique based on sound psychology and universal management principles. The step-by-step approach shows how to plan the interview, and explains the psychology behind the interview questions and how to interpret the answers. Also discusses legal aspects of interviewing and how to prepare job descriptions and person specifications. From the Back Cover The Smart Interviewer In 20 years of specializing in interviews, management psychologist Brad Smart has successfully interviewed more than 4,000 candidates for selection or promotion, trained over 3,000 hiring managers in how to interview, and counseled thousands on how to manage their careers. The Smart Interviewer is a culmination of this vast experience. In it, Smart shares with you the secrets to successful interviewing. Written in a most readable style and featuring humorous cartoons, this book will immediately help you improve your interviewing effectiveness. You'll learn: How to build excellent rapport How to apply the TORC Technique for motivating the interviewee to be totally candid and reveal negatives How to conduct productive reference calls How to correctly interpret an interviewee's responses How to prepare for an interview, how much time to take during an interview, how to focus your questions in ways that will reveal whether the interviewee meets your organization's needs or not--plus the latest hiring legalities you should be aware of The Smart Interviewer will help you avoid costly mishires and mispromotions and give you strategies and tools to hire productive, high-caliber employees that meet your company's needs. About the Author DR. BRADFORD SMART has interviewed more than 4,000 candidates for selection or promotion, and has trained more than 3,000 managers and human resource professionals in various interviewing approaches. His clients include many Fortune 100 companies, the U.S. Government, and a variety of profit and nonprofit organizations in 47 countries. After completing his doctorate in industrial psychology at Purdue University in 1970, he entered consulting. Since 1972, he has been in private practice in management psychology as President of Smart Associates, Inc., a firm based in Chicago.