

Effective Interviewing for Employment Selection

Goodworth, Clive T.

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Effective Interviewing For Employment Selection

Richard Bailey



Effective Interviewing For Employment Selection:

Effective Interviewing for Employment Selection Clive T. Goodworth, 1979 **Effective Interviewing for Employment Selection** Clive Goodworth, 1981 **Effective Interviewing and Information Gathering** Thomas Diamante, 2013-05-15 This book is an invaluable instructional field manual for you or any professional who needs to obtain and interpret information gathered directly by and from people without recourse to a technological intermediary such as online search In the role of interviewer interrogator or evaluator there are many opportunities to get it wrong As advanced as our information gathering technology may be it is still impossible to get inside the head of an interviewee by conducting a Google search so hit them with the tactics spelled out in this book instead in order to protect yourself from being sent in the wrong direction Inside you ll learn practical information regarding all aspects of obtaining and evaluating information This book serves as a tool kit that helps build the skills necessary for conducting good interviews and extracting information that is critical for the enterprise in which the interviewer is engaged As you progress through the book you will acquire an understanding of research based behavioral techniques that bolster the success rate of interviews In addition the legal factors you need to be aware of prior to conducting an interview for hiring purposes are spelled out Finally you ll acquire the skills necessary to help you evaluate interview information so that decisions made are based on evidence **The Employment Interview Handbook** Robert W. Eder, Michael M. Harris, 1999-05-06 Research from 26 new authors has been integrated into the revision of The Employment Interview Handbook a successful volume previously published in 1989 by SAGE Publications This new Handbook provides a state of the art review of the research in the area of the employment interview The editors provide an integrated examination of various streams of research Leading scholars author the individual chapters and discuss the future of their particular line of research raising issues in need of further investigation The book concludes with a summary of the volume implications for theory building research methods and effective practice This Handbook is particularly appropriate for faculty and students in Industrial Organization Psychology and Human Resource Management as well as researchers and practitioners in employee selection and employment interview procedures and policies **The ^AOxford Handbook of Personnel Assessment and Selection** Neal Schmitt, 2013-12-15 The Oxford Handbook of Personnel Assessment and Selection distills the science and practice of employee selection Now in paperback this volume includes essential information about the validation process individual difference constructs and measures and performance outcomes and measures and will be a comprehensive and authoritative reference and training tool in the field **Handbook of Employee Selection** James L. Farr, Nancy T. Tippins, 2013-09-13 The Handbook of Employee Selection summarizes the state of science and practice in the field of employee selection Chapters in this book cover issues associated with measurement such as validity and reliability as well as practical concerns around the development of appropriate selection procedures and implementation of selection programs Several chapters discuss the measurement of various

constructs commonly used as predictors and other chapters confront criterion measures that are used in test validation Ethical and legal concerns are dealt with in another set of chapters and highlight the concerns of the employer as well as the test taker and the psychologist responsible for the testing program Final sections of the book include chapters that focus on testing for certain types of jobs e g blue collar jobs supervisory jobs and describe important milestones in the development of selection programs

Professional Practices of Human Resource Management in Hong Kong Anna P.Y. Tsui,K.T. Lai,2009-08-01 Faced with external and internal challenges such as globalization social changes and responsiveness to customers technological development cost containment and structural changes organizations now experience increasing levels of competition Evidence has shown a positive relationship between HR practices and business performance outcomes such as increased profitability and productivity Indeed HRM practices influence employee skills through the acquisition and development of human capital Also the use of well designed performance management systems and pay for performance incentives are important motivations in the workplace Written by HR professionals consultants legal experts and academics with decades of professional experience this volume covers the full spectrum of HRM practices in relation to their strategic contributions to organizations In a hands on and lively fashion it provides up to date HRM knowledge and skills with practical guidelines The purpose of the book is to enhance people management and gain competitive advantage in the fast moving business environment

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Interviewing and Selecting High Performers Richard H. Beatty,1994-02-03 Take the guesswork out of the most important decision you make Interviewing and Selecting High Performers Every Manager s Guide to Effective Interviewing Techniques Current studies show that high quality workers outproduce poor ones by 25% to 50% Moreover these findings reveal the alarmingly high direct and indirect costs companies pay when they hire the wrong people So why asks Richard Beatty would you want to rely on hit and miss approaches to selecting new employees In his latest practical career oriented guide Beatty says you no longer have to Instead this renowned consultant and author shows how you can consistently choose high quality performers who fit both your company s immediate needs and long term strategic goals Interviewing and Selecting High Performers provides you with an integrated airtight step by step selection process Using a high performance predictive model this system clarifies the key qualifications needed by candidates for high performance of specific jobs and provides a rigorous interview design approach that enables you to objectively measure whether a particular candidate meets that criteria With the help of reproducible evaluation forms you re able to accurately weigh the strengths and weaknesses of various prospects and account for the inevitable tradeoffs involved in the selection process so that you minimize the risks inherent in the employment decision In addition Interviewing and Selecting High Performers offers you unmatched support

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Human Resource Management in Health Care Charles R. McConnell,2019-10-10 Written for practitioners and students in health related disciplines this practical hands on guide to human resources covers such topics as recruitment compensation and benefits training termination legal issues labor unions and more Each chapter is introduced by a case study related to the material that follows The case study is resolved by the end of each chapter and includes expert commentary and practical suggestions that can be used in the real world Chapters also feature learning objectives questions for review and discussion key terms and spotlight on customer service Numerous examples sample forms and documents are also included The Third Edition includes new employment related legislation and case law including the Health Insurance Portability and Accountability Act HIPAA a new chapter on the impact and effect of social media more in depth and updated treatment of privacy and sexual harassment expanded discussion of succession planning and much more

Professional Interviewing Rob Millar,Valerie Crute,Owen Hargie,2017-06-26 This book first published in 1992 presents a detailed informed and informative account of research theory and practice in interviewing As a single source for practitioners it focuses on the professional practice of interviewing as a strategy for achieving specific objectives As well as providing reviews of recent research in interviewing it includes practical examples of interviewing in many different contexts The authors all of whom have wide experience of interviewing draw on a wealth of information and insight acquired during their work They examine the definitions and purposes of interviewing and then describe the main settings within which it takes place counselling selection research medical and appraisal Taking a social interactional model of interviewing they discuss the main components of the activity person perception interviewer goals interview structures and stages effective interviewing skills and the interviewee s perspective on the interview process Examples are used to illustrate particular issues and to highlight their relevance to practice The authors also consider important ethical and professional problems which may crucially affect the practice of interviewing This book should be of interest to professionals and students in psychology health counselling human resource management and business

Human Resources Administration Richard E. Smith,2009 First Published in 2008 Routledge is an imprint of Taylor Francis an informa company

Essentials of Human Resource Management Shaun Tyson,2012-06-14 Designed for all managers or potential managers seeking to acquire knowledge skills and techniques for the management of people at work this text combines a commentary on organisational behaviour with an explanation of HRM techniques

Staffing the Contemporary Organization Donald L. Caruth,Gail D. Caruth,Stephanie S. Pane,2008-12-30 Few business functions are more important than putting people where they can do the most good Get it right and the business soars Get it wrong and the business pays dearly in reduced sales profits and

productivity Staffing the Contemporary Organization provides a comprehensive treatment of staffing procedures policies techniques and problems It includes a number of human resources topics not usually covered in one volume HR planning legal aspects of staffing recruiting selecting performance appraisal career development and many others in an integrated system The method presented is a proven useful tool that managers and HR people can employ to build stronger more resilient organizations This thoroughly revised edition provides a comprehensive treatment of staffing procedures policies techniques and problems It covers areas newly developed since the last edition like recruiting via the Internet and new court decisions that clarify the scope and application of antidiscrimination laws in the workplace Among other topics it covers the following areas in detail Employment law Job analysis Recruiting and interviewing Selecting and selection tests Appraisals and employee development Administration Handling promotions demotions layoffs terminations etc Career planning Measuring the effectiveness of the HR function Staffing the authors contend must encompass the entire range of activities associated with planning for obtaining utilizing and developing human resources Suitable for business students as well as professionals this is the first book to present a systems view of the staffing function a view necessary to maximize the contribution of any company s most important asset its people **Employee Discharge and Documentation** Joseph J. Doherty, Mary Moffatt Helms, Gary W. Wright, 2005

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