



Applicant Interview Preparation: Practical Coaching for Today

Mr. Warren S. Cook

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Interview? Don't Get Nervous, Get Prepared

You have goals, dreams, or aspirations of securing a job that will allow you to earn a greater income, and achieve professional success as your career advances. Blocking the way is the complex and often intimidating interview process that employers establish to hire their next great employee. Or is the interview process really about screening out those individuals who are not a fit for the employer?

Get the Techniques You Need to Get Hired

You will discover valuable strategies, techniques, and guidance on the entire interview process, including:

- The types of interviews used by employers
- The types of questions that you will be asked
- The purpose of applicant tracking systems
- Where compliance fits into the process

Most importantly, you will uncover how to prepare your application, your resume, and yourself for the various interview stages you will experience during your career as you reach for those goals, dreams, or aspirations.

This book is designed to help you get that job!

Resumes and Interview Strategies

The resume itself is a critical document that must capture the attention of the employer and communicate adequately your capabilities and competence, this book demonstrates how to do this effectively.

Like most applicants you have concerns about the interview process. As you read through the book you'll explore strategies for the following:

- Responding to behavioral interview questions
- What to wear to an interview
- Taking notes
- and so much more.

This book includes answers to common questions and strategies for handling these topics to ensure you are successful in your interview.

Preparation is the key to a successful interview, and a majority of this book is dedicated to planning and

strategies for before, during, and even after the interview takes place. You don't want to engage an employer in the interview process without being just as prepared as the employer is.

Learn from an HR Insider

Warren Cook has spent several decades involved in the development, implementation, auditing, and execution of interview and recruitment practices. He will break down these processes into easily understood concepts so the strategies presented can be applied in your interviews for immediate improvement and success.

He takes you behind the curtain, and removes the mystery behind the interview practices of employers.

If you need guidance and direction on employment applications, what you should include in the application to be effective, and how mistakes or misrepresentations can hinder your chances of success, his book covers it all.

Preparation is the key to landing the job of your dreams. After reading this book, you will be prepared!

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Curtis Locke:

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