



# The Manager's Guide to Conducting Interviews

*Stephen W. Walker*

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## **The Manager's Guide to Conducting Interviews** Stephen W. Walker

On the other side of the table - Plan and execute excellent interviews to get the right person for the job

As an experienced managerial behavior consultant, Stephen Walker, co-founder of Motivation Matters, is passionate about helping to improve organizational performance in businesses. In this quick and practical book, Stephen takes you through the entire process of an interview, from getting to know the specifications of the role, to discussing the results and reaching a final decision with other stakeholders. Being able to build a strong team around you is essential to a business' success and to do this you need to interview effectively and confidently. This is not only essential for prospective employees; it is also an important managerial skill.

Walking you through the interview process from the initial planning and preparation to meeting and greeting the interviewee, this book provides you with everything you need to know to hire for success. With templates, examples, and tips on how to incorporate cutting edge techniques such as NLP into your interviewing technique, *The Manager's Guide to Conducting Your First Interview*, is the perfect companion to managers new and old, giving you a fresh perspective on effective interviewing.

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