Wolfgang Jetter
Efficient Personnel Selection
How to find the right employees on the basis of structured job interviews
3rd updated, revised and expanded edition
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Personnel Management / Career

Personnel decisions are investment decisions - decisions that are usually taken on the basis of classical job interviews, which nonetheless have been proven to be unsuited to predict the suitability of a candidate for a job. The procedures used by most interviewers are too unsystematic and excessively dependent on pre-determined idealized images of the "good applicant", and the weighting of the information gathered is too haphazard.
But this is not the only way to proceed! By carefully structuring the personnel selection process, predicting suitability for a job can be improved considerably. In particular, it is important to establish a profile for every position to be filled, to set corresponding interview guidelines, and to systematically record and assess candidates′ responses. Does this not mean more work? Not if you use Wolfgang Jetter′s book. With it, much of the interviewer′s structuring work has already been done!
This new edition has been revised, and with the topic of management auditing, it includes an additional possibility for applying the structured interview. In addition, recent legal changes have been incorporated as well.

About the Authors:
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Intended Audience:
Personnel departments, personnel consultants, specialised and management personnel who make personnel decisions

Key Features:
1 Efficient personnel selection on the basis of "structured interviews"
2 Comprehensive interview guidelines, a catalogue of requirement criteria, sample questions and forms
3 new: management auditing