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## Recruiting, Interviewing, Selecting and Orienting New Employees (Fourth Edition)

By Diane Arthur

PHI Learning 0. Softcover. Book Condition: New. 4th edition. A comprehensive guide for HR specialists, non-HR professionals and seasoned HR practitioners too, this book provides step-by-step guidelines to the four stages of the employment process? recruitment, interview, selection and orientation. The text describes the merits and demerits of the traditional and the new cutting edge HR techniques with the help of a large number of sample questions. Specifically targeted forms and checklists are also given in the book to keep the hiring process going on smoothly. Also find 1. job descriptions and powerful HR ads 2. competencies required for optimal job performance 3. set of questions to assess candidates 4. goals and parameters for HR as well as departmental interviews 5. methods to use pre-employment testing effectively 6. techniques to conduct thorough legal and ethical reference checks 7. create useful departmental and organizational orientation programmes CONTENTS: Preface Part I: RECRUITING 1. Recruitment Challenges 2. Recruitment Sources 3. Electronic Recruiting Part II: INTERVIEWING 4. Interview Preparation 5. Interviewing and Legal Considerations 6. Competency-Based Questions 7. Additional Types of Questions 8. Interview Components 9. Types of Employment Interviews Part III: SELECTION 10. Documenting the Interview 11. Preemployment Testing 12. Background and Reference Checks...



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