

# How To Get A Job

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peter cappelli wharton management professor and director of wharton s center for human resources debunks the arguments and exposes the real reasons good people can t get hired named one of hr magazine s top 20 most influential thinkers of 2011 cappelli points the way forward to rev america s job engine again

getting hired just got easier you are about to discover everything you need to know about job applications and how to make them work starting on sunday and going

through to saturday you will learn the stages of a job application step by step so you build up a picture of what it takes to be successful for many job applicants what goes on behind employers closed doors remains a hidden world but by saturday you will have taught yourself how job applications are processed what employers look for when they make up interview lists and then from the candidates they interview who to shortlist and who to offer the job to after considering what employers want and how you could meet their needs you will be able to formulate a plan for what needs to go into your cv what you need to put in your cover letters and what you need to say about yourself on application forms you will discover how to measure up the competition and how to make sure your name and not someone else s is on the interview list you will also discover the importance of getting the right messages across in interviews and what the right messages are you will learn how to dictate the interview agenda to keep it on familiar territory where the best parts of your application will come out you will learn to handle tough interview questions and to see what s behind them and what answers will impress the interviewer most once you ve been shortlisted you ll discover how to steer your application over the last hurdle and get the job offer you want sunday defining the task monday you and the image you present tuesday selection criteria wednesday getting interviews thursday going for interviews friday handling questions saturday getting shortlisted

what are employers really looking for it s not what you think more people than ever are applying for the same few jobs surfing job boards and submitting a dozen résumés a day just doesn t work the 6 reasons you ll get the job shows you exactly how to tailor your pitch and stand out from the crowd so that you get hired talent alone will not get you the job the short list of candidates all have the ability to do the work so what makes the difference whether employers know it or not intuitively they are always looking for a candidate who meets or exceeds each of six qualities presentation ability dependability motivation attitude network these qualities may sound familiar but you ll be surprised at how employers judge them you ll discover how to promote these six qualities to your advantage so employers take notice you ll also learn proven strategies for finding jobs in the hidden market while your competition is still waiting by the phone by mastering a few simple often overlooked techniques you ll get noticed by the person who has the power to hire you now

based on seven years of research this lively handbook examines innovative theories of motivation and new styles of leadership for a generation disenchanted with standard hierarchical roles

this book is a treasure read it devour it use it and find that job you once dreamed about but had almost given up on richard nelson bolles author of what color is your

parachute a great book full of insight and practical ideas we spend much of our lives at work it is important for us and those around us that we enjoy and are fulfilled by our work and productivity and creativity come when we are passionate about our work if you are not work out how to be read john s book gill rider president chartered institute of personnel development this is a clearly written supportive book which gives you the right tools to tap into your own strengths to make that meaningful career move in particular i love the way lee draws on the wisdom or experience of a wide range of people ozwald boateng carl jung lily tomlin past and present who have helpful views on life and work lucy beresford psychotherapist broadcaster and agony aunt for psychologies and author of happy relationships at home work play 2013 i love john s really practical how to guides over the years i have recommended them to clients family and friends as they are full of ideas on how to unlock the potential opportunities you have when seeking a job or career change life is too short not to love your job and this wonderfully practical book will help you secure the perfect job for you it is filled with a number of creative tools and techniques that are fun to work through and will provide you with new insights and ideas that will encourage you to think in a whole new way brigit egan director oakridge training and consulting john lees advice on careers is always useful and interesting and often surprising and even fascinating from getting ahead to changing your career completely this book is a great guide to navigating the treacherous waters of the modern workplace rhymmer rigby writer of the ft s careerist column and author of 28 business thinkers who changed the world and the careerist john lees latest revision of his seminal book both brings it firmly up to date and reinforces its now established special position as a place of reference and unusual insight stephen bampfylde chairman saxton bampfylde hever plc as the market morphs a wealth of practical suggestions on how to land your dream job suchi mukherjee managing director gumtree com an authoritative british voice in careers coaching the times foreword by richard nelson bolles author of what color is your parachute need up to date advice on making headway in today s tough job market wondering what kind of work would suit you best want to love the job you ve got this new and fully updated 2013 14 edition of john lees bestselling how to get a job you ll love will help readers unlock their hidden potential find their passion and apply it to their working lives key features new material on how and why people do wrong things in a job search new coverage of personal branding selling yourself updated material on how to make the most of social media networking a refreshed overview of portfolio careers new coverage of career resilience how to keep up energy and confidence new practical advice on bouncing back from job loss comprehensively updated list of useful websites and resources

the ultimate all in one guide to job hunting success getting an edge in the hunt for

work is vital and this book offers the edge that millions are missing this no nonsense highly practical and outcome focussed guide to the whole process of job hunting takes you right from the planning stages through writing your cv flying through aptitude tests being interviewed on the phone and online to what to do and say when you finally get the offer you ve been hoping for with essential guidance on maximising modern job hunting tools such as social media and networking websites as well as special help for those who are new to work the recently redundant the long term unemployed ex offenders and graduates it s one of the most up to date and all encompassing job hunting books on the market today

a new personalized way to find the perfect job while staying calm during the process you are so much more than a resume or job application but how can you communicate that to your potential employer you need to learn to ask the right questions stop using job sites and start doing the work that actually counts based on information gained from over 400 000 individuals who have used these exercises this book reveals career expert dev aujla s tried and tested method for job seekers at every stage of their career filled with anecdotes and advice from professionals ranging from a wilderness guide to an architect it includes quick step exercises that help you avoid the common pitfalls of navigating a modern career whether you ve just decided to start the hunt or you re gearing up for a big interview 50 ways to get a job will keep you poised on track and motivated right up to landing your dream career

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