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engaging read for hospitality students future managers and existing managers alike **Interview Skills** Shruthi S. & Sharmistha Bhattacharya,2026-02-22 Interview Skills is a structured academic resource developed to provide a comprehensive understanding of interview processes within professional educational and organisational settings The book presents interviews as systematic purpose driven interactions used for assessment selection research and evaluation It builds conceptual clarity by defining interview skills explaining their importance and examining how effective communication confidence preparation and professional conduct influence outcomes A major strength of the text lies in its detailed treatment of interview formats including structured unstructured panel telephonic video behavioural and stress interviews Each type is analysed in terms of purpose methodology advantages and limitations enabling learners to appreciate their practical relevance The book further integrates interviews within the broader framework of recruitment and selection offering insight into how organisations identify evaluate and onboard talent Pedagogically designed with activities review questions and objective assessments the text supports both theoretical understanding and skill development It is particularly suitable for students job aspirants trainers and educators seeking a systematic guide to interview competence By combining conceptual foundations with application oriented strategies the book prepares readers to approach interviews with clarity confidence and professional effectiveness BASICS OF HUMAN RESOURCE MANAGEMENT Evi Susanti,Loso Judijanto ,Ahmad Prayudi, Warsani Purnama Sari,Rudy dwi Laksono,2025-03-12 This book consists of several chapters that cover the basic concepts of HR management HRM planning and strategy job analysis and design employee engagement as well as occupational health and safety The discussions in this book are not only based on theory but also refer to management practices that have been applied in various industries thus providing a more applicable perspective for readers **Human Resource Management, Global Edition** Gary Dessler,2014 For courses in Human Resources Management Human Resource Management provides students in human resource management courses and practicing managers with a full and practical review of essential HR concepts and techniques with a particular focus on using human resource practices to improve performance productivity and profitability at work This best selling HRM text is designed with authoritative and current information on Human Resource Management that ALL managers can use in business New topics can be found throughout the Fourteenth Edition along with new features and video ca **Construction Workforce Management in the Fourth Industrial Revolution Era** Lerato Aghimien,Clinton Ohis Aigbavboa,Douglas Aghimien,2024-02-12 Through a critical review of existing related theories and models the authors address gaps in existing workforce management studies and propose a conceptual model to improve the management of workers in the construction industry Human Resource Management Sean Valentine,Patricia Meglich,Robert L. Mathis,2019-02-15 Prepare for HR and career success with the book that has set the standard for excellence in human resource management Valentine Meglich Mathis Jackson s HUMAN RESOURCE MANAGEMENT 16E offers today s most current look at HRM and its impact on the success of organizations

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