

## Hire With Your Head: Using Performance Based Hiring To Build Great Teams

For many in Product Management, success comes from mastery of tools like roadmaps, MVPs, strategy frameworks and OKRs. These and other technical skills describe what a product person does to design, build and support new complex technologies for our users. But as technologies quickly become ubiquitous, it's the human approach to creativity, innovation, decision-making, and leadership that makes the difference in whether an individual, team, product, and even organization is successful or not. These human skills describe how a product person works and must go hand-in-hand with the technical skills. Through the story of a new director of product's missteps as he and his team try to hire their way to become a thriving product organization at a global financial services firm, the author pulls from her experience in product management, org design and leadership coaching to introduce practical tools that will change not only how an organization hires, but how they think of a healthy product management culture and essential product skills. Working together, the team begins to understand and grow their Product EQ, and through the easy tools and exercises in this book, so can you. "This book is a fantastic catalyst to rethink which skills you need in a product team in order to be truly innovative – and then details exactly how to change both your hiring and coaching practices to foster those skills in your organization." Martin Eriksson – Co-author, Product Leadership " I loved this book. It pin points the aspects of Product Management we often gloss over, hiring thieright people. Kate shows us that human skills are a pre-requisite for all successful product people, notjust technical skills. Follow her advice and approach, and you'll find the right product person for yourproduct team in no time."Adrienne Tan – Co-Founder and Chief Executive Officer, Brainmates

In the tradition of Sloane Crosley, Mindy Kaling, and Katie Heaney, a hilarious and insightful memoir about one New York City Millennial's journey to find herself, her dream career, and true love, all while juggling a truly unique job as the world's only professional bridesmaid. After moving to New York City in her mid-twenties to pursue her dream of writing—and not living on the "Upper East Side" of her parents' house anymore—Jen Glantz looked forward to a future of happy hours and Sunday brunches with her besties. What she got instead were a string of phone calls that began with, "Jen, I have something exciting to tell you!" and ended with, "I'd be honored if you would be my bridesmaid." At first she was delighted, but it wasn't long before she realized two things: all of her assets were tied up in bridesmaid dresses, and she herself was no closer to finding The One. She couldn't do much about the second thing (though her mother would beg to differ), but she could about the first. One (slightly tipsy) night, Jen posted an ad on Craigslist advertising her services as a professional bridesmaid. When she woke up the next morning, it had gone viral. What began as a half-joke suddenly turned into a lifetime of adventure for Jen—and more insight into the meaning of love than she was getting from OKCupid—as she walked down the aisle at stranger after stranger's wedding. Fresh, funny, and surprisingly sweet, Always a Bridesmaid (For Hire) is an entertaining reminder that even if you don't have everything together, you can still be a total boss—er, at the very least, a BFF to another girl in need.

The definitive "Customer Success Manager How-To-Guide" for the CSM profession from Gainsight, who brought you the market-leading Customer Success The Customer Success Manager has become a critical asset to organizations across the business landscape. As the subscription model has spread from the cloud and SaaS to more sectors of the economy, that pivotal role will only grow in importance. That's because if you want to compete and thrive in this new environment, you need to put the customer at the center of your strategy. You need to recognize you're no longer selling just a product. You're selling an outcome. Customer Success Managers (CSM) are committed to capturing and delivering those outcomes by listening to their customers, understanding their needs, and adapting products and services to drive success. Although several existing resources address the customer success imperative, there is no authoritative instruction manual for the CSM profession—until now. The Customer Success Professional's Handbook is the definitive reference book for CSMs and similar roles in the field. This practical, first-of-its-kind manual fills a significant gap in professional customer success literature, providing the knowledge every CSM needs to succeed—from the practitioner level all the way to senior leadership. The authors—acknowledged experts in building, training, and managing Customer Success teams—offer real-world guidance and practical advice for aspiring and experienced CSMs alike. The handbook is written by practitioners for practitioners. An indispensable resource for front-line Customer Success Managers, this much-needed book: Demonstrates how to build, implement, and manage a Customer Success team Helps new CSMs develop their skills and proficiency to be more employable and grow in their careers Provides clear guidance for managers on how to hire a stellar CSM Presents practical tactics needed to drive revenue growth during renewal, expansion, and customer advocacy opportunities Explains proven methods and strategies for mentoring CSMs throughout their careers Offers valuable insights from Gainsight, the Customer Success Company, and the broader customer success community with more than a dozen of the industry's most respected leaders contributing their perspectives Currently, with over 70,000 open positions, Customer Success Manager is one of the fastest-growing jobs in the world. The Customer Success Professional's Handbook: How to Thrive in One of the World's Fastest Growing Careers—While Driving Growth For Your Company will prove to be your go-to manual throughout every stage of your career.

Powerful ideas to transform hiring into a massive competitive advantage for your business Talent Makers: How the Best Organizations Win through Structured and Inclusive Hiring is essential reading for every leader who knows that hiring is crucial to their organization and wants to compete for top talent, diversify their organization, and build winning teams. Daniel Chait and Jon Stross, co-founders of Greenhouse Software, Inc, provide readers with a comprehensive and proven framework to improve hiring quickly, substantially, and measurably. Talent Makers will provide a step-by-step plan and actionable advice to help leaders assess their talent practice (or lack thereof) and transform hiring into a measurable competitive advantage. Readers will understand and employ: A proven system and principles for hiring used by the world's best companies Hiring practices that remove bias and result in more diverse teams An assessment of their hiring practice using the Hiring Maturity model Measurement of employee lifetime value in quantifiable terms, and how to increase that value through hiring The Talent Makers methodology is the result of the authors' experience and the ideas and stories from their community of more than 4,000 organizations. This is the book that CEOs, hiring managers, talent practitioners, and human resources leaders must read to transform their hiring and propel their organization to new heights.

How to Recruit Your Dream Team and Crush the Competition Decoding Levels of Work in the Behavioral Interview A Simple Guide to Reaching Your Personal Best The A Method for Hiring Insights from Inside Google That Will Transform How You Live and Lead How to Get a Job, Succeed in It, and Get Promoted : The Definitive Career Guide from Decision Makers in the Selection Process Using Product EQ to Go Beyond Culture and Skills Hire the right person-every time! Why is it that so many companies accept mediocre hiring results as the norm? The answer is simple. It doesn't occur to them that, in fact, there is a process that virtually guarantees hiring the right person every time. To repeat: there is a process that virtually guarantees hiring the right person every time. That's what MATCH is about. Based on author Dan Erling's experience with best practices from over a thousand companies, MATCH gives you a rock solid, practical process for hiring. MATCH takes you step-by-step through the lifecycle of hiring, from developing a job description through interviewing and making the decision, to negotiating salary and onboarding the new hire Applicable tools, stories, and foolproof techniques are woven throughout to insure your mission critical objective is accomplished The author is well-known in the hiring and recruiting industry With MATCH, your hiring team will develop a systematic process that fits with the company's overall mission, giving your company the people it needs to succeed every time!

Reduce Hiring Risks and Predict Success New Mindset. In The Best Team Wins, author Adam Robinson gives you a proven, straightforward, and effective method for hiring new employees. He teaches you how to rethink the process of finding, assessing, and hiring the right people. New Methods. Robinson, a recruiting professional with over twenty years experience, shows you how to— •Use a Data-Driven Job Profile to Assess Candidate Risk •Build a Candidate Scorecard •Rate the Candidate's Core Competencies •Ask the Right Questions to Dig Deeper in Interviews •Craft an Offer the Candidate Can't Refuse Better Results. By following Robinson's in-depth process, you can eliminate guesswork and focus on building a team that will bring value to your company's culture and bottom line. Increasing productivity is a nonnegotiable for any business that wants to survive, let alone thrive, in today's climate. The problem is, there is no simple, single, plug-and-play solution that will work for anyone. The industries are too varied, technology is updating too rapidly, and customers are too inconsistent. That's why Certified Professional Organizer (CPO®) and productivity expert Tamara Myles has developed a simple model—the Productivity Pyramid—that provides an actionable framework for anyone to achieve better results. Based on a sequence of steps leading to peak performance, the author's easily adaptable system consists of five levels: Physical Organization: from decluttering to filing-fool-proof strategies for handling incoming papers and ensuring information remains accessible Electronic Organization: from dealing with email to electronic file management options such as cloud computing Time Management: mastering the three P's—Plan, Prioritize, and Perform Activity-Goal Alignment: breaking objectives into specific, relevant, and measurable daily tasks Possibility: identifying new life and business goals that will help you reach your greatest potential After a quick assessment to determine your strengths and weaknesses and to pinpoint where to focus most for immediate results, the framework will then provide a range of potential strategies, allowing you to discover your own individualized Secret to Peak Productivity!

Do You Know What It Takes to Be a High Potential in Your Organization? Being seen as a high-potential leader is essential to getting promoted and reaching your organization's upper echelons, but most companies keep their top-talent list a closely guarded secret. And the assessment process they use to decide who is and isn't a future leader is an even greater mystery. The High Potential's Advantage takes you behind the scenes and shows how you can get on, and stay on, your company's fast track. Leadership development experts Jay Conger and Allan Church draw upon decades of research and experience—designing high-potential programs for hundreds of large well-known global organizations and assessing and coaching thousands of talented leaders—to answer the critical questions asked by ambitious individuals like you: What will it take for me to advance in this organization? What does my boss look for when deciding whether I'm a high potential? Once I'm on the list, then what? Can I fall off it and, if so, what do I do? Revealing the key differentiators—five critical "X factors"—that set people apart across companies of all types, Conger and Church show what you need to do to achieve and maintain top-talent status. You'll find detailed advice for cultivating and practicing each X factor, with numerous and rich examples from those on the verge of their first promotion to those only a step away from the C-suite. The High Potential's Advantage also shows you how to gain insight into and excel at the specific process your company uses to identify and develop high potentials—and how to determine which unique capabilities your company values the most. The High Potential's Advantage is the essential guide to becoming a leader in your organization.

10 Secrets to Recruiting Star Talent Hiring for Attitude: A Revolutionary Approach to Recruiting and Selecting People with Both Tremendous Skills and Superb Attitude The World Beyond Your Head On Becoming an Individual in an Age of Distraction Using Performance-Based Hiring to Build Great Teams How to Thrive in One of the World's Fastest Growing Careers--While Driving Growth For Your Company The Making of a Manager Hire With Your Head Using Performance-Based Hiring to Build Great Teams John Wiley & Sons

A smart, sexy, and witty romantic comedy—perfect for fans of Christina Lauren and Sally Thorne—about a twentysomething who lives out every woman's fantasy: getting paid to give men who do us wrong a taste of their own medicine. But when a previous target unexpectedly shows up at her office, she's forced to rethink her life as a professional heartbreaker. Brinkley Saunders has a secret. To everyone in the academic world she left behind, she lost it all when she dropped out of grad school. Once a rising star following in her mother's footsteps, she's now an administrative assistant at an insurance agency—or so they think. In reality, Brinkley works at Heartbreak for Hire, a secret service that specializes in revenge for jilted lovers, frenemies, and long-suffering coworkers with a little cash to spare and a man who needs to be taken down a notch. It might not be as prestigious as academia, but it helps Brinkley save for her dream of opening an art gallery and lets her exorcise a few demons, all while helping to empower women. But when her boss announces she's hiring male heartbreakers for the first time, Brinkley's no longer so sure she's doing the right thing—especially when her new coworker turns out to be a target she was paid to take down. Though Mark spends his days struggling up the academic ladder, he seems to be the opposite of a backstabbing adjunct: a nerd at heart in criminally sexy sweater vests who's attentive both in and out of the bedroom. But as Brinkley finds it increasingly more difficult to focus on anything but Mark, she soon realizes that like herself, people aren't always who they appear to be. With Sonia Hartl's "bitingly funny" (Publishers Weekly) prose, Heartbreak for Hire is a clever romcom you and your girlfriends won't be able to stop talking about.

A manager's guide to hiring the right employees introduces the practical and effective A Method for Hiring, which draws on the expertise of hundreds of high-level executives to present a simple, easy-to-follow program to guarantee hiring success, 50,000 first printing. Recruiting on the Web is the most comprehensive and advanced guide to internet recruiting available anywhere. It explains the best practices, creative ideas and recruiting tools used by the most forward-looking companies and professional recruiters to lower their recruiting costs, slash cycle time, and hire the very best candidates via the Web. Recruiting on the Web will help recruiters and Human Resources professionals plan a Web-based recruiting campaign to quickly fill a position with the right candidate. It will also help managers, executives, and small-business owners save thousands of dollars in advertising costs by taking charge of their own hiring process, using the power of the Web. Readers will learn to: Organize inexpensive but highly effective job posting campaigns Select, evaluate and post to the best niche job boards Work more successfully with Monster.com, HotJobs, CareerBuilder Find candidates hidden in companies, universities, and organizations Build a recruiting Web site Find great diversity candidates using the Web Build a Web-based employee referral system Build a Web-based college recruiting plan And much more Using Cognitive Science to Get a Job, Do It Well, and Advance Your Career The Essential Guide for Hiring and Getting Hired Match

The Secret to Peak Productivity How the Best Organizations Win through Structured and Inclusive Hiring Smart Strategies for Finding the Perfect Candidate A Veteran FBI Agent's User Manual for Behavior Prediction Discover the secrets of one of the world's leading talent acquisition experts In the newly revised Fourth Edition of Hire With Your Head: Using Performance-Based Hiring to Build Great Teams, influential recruiting and hiring expert Lou Adler delivers a practical guide to consistently identifying and hiring the best people and scaling that process throughout your company. This book will help you address your hiring and recruitment issues, not just by making you more efficient, but also by reforming your entire process to align with how top talent actually look for new jobs, compare offers, and select opportunities. You'll discover: Discover what it takes to ensure more Win-Win Hiring outcomes by hiring for the anniversary date rather than the start date How to use a "High Tech, High Touch" approach to raise the talent bar Expand the talent pool to include more outstanding, high potential and diverse talent by defining work as a series of key performance objectives Perfect for hiring managers, recruiters, and HR and business leaders, Hire with Your Head is a must-read resource for anyone seeking to improve their ability to find, attract, and retain the top talent the world has to offer.

To succeed at work, first you need to understand your own brain If you're in a job interview, how should you think about the mindset of the interviewer? And how do you handle the tensions of managing former peers? And what are the telltale mental signs that it's time to start planning your next career move? We know that psychology can teach us much about behaviors and challenges relevant to work, such as making better decisions, influencing people, and dealing with stress. But many popular books on these topics analyze them as universal human phenomena without providing real-life, constructive career help. Bring Your Brain to Work changes all that. Professor, author, and psychology coach Art Markman focuses on three essential elements of a successful career—getting a job, excelling at work, and finding your next position—and expertly illustrates how cognitive science, especially psychology, sheds fascinating and useful light on each of these elements. To succeed at a job interview, for example, you need to understand the mindset of the interviewer and how to win the interview. To succeed at work, you need to master the art of mastering your workday. To succeed at finding your next position, you need to master the art of mastering your job. Markman shares his simple, six-step system that helps you predict anyone's future behavior based on their words, goals, patterns of action, and the situation at hand. Predicting the behavior of others is an urgent need for anyone whose work involves relationships with others, whether it's leading an organization, collaborating with a teammate, or closing a sale. But predictability is not as simple as good and evil, or truth and fiction. Allies might make a promise with every intention of keeping it, not realizing that they will be unable to do so due to some personal shortcoming. And those seeking to thwart your endeavor may not realize how reliable their malevolent tells have become. Dreeke's system is simple, but powerful. For instance, a colleague might have a strong moral code, but do they believe your relationship will be long-term? Even the most upstanding person can betray your trust if they don't see themselves tied to you or your desired result in the long term. How can you determine whether someone has both the skill and will to do what they've said they're going to do? Behaviors as subtle as how they take notes will reveal their reliability. Using this book as their manual, readers will be able to quickly and easily determine who they can trust and who they can't; who is likely to deliver on promises and who will disappoint; and when a person is vested in your success vs when they are actively plotting your demise. With this knowledge they can confidently embark on anything from a business venture to a romantic relationship to a covert operation without the stress of the unknown.

Introducing the POWER Staffing System(TM), an innovative approach that addresses the problems and inconsistencies typically involved in the hiring process, this indispensable new resource shows you how to use reason –not emotion– to make smart employment decisions. "The POWER approach to hiring detailed in this book is a pragmatic, performance-oriented process that will be invaluable for future searches." Denny Brown, President, Clarkson University "Lou Adler brings a results and performance focus clearly into the hiring process and has produced a useful and practical guide that will help entrepreneurs and managers alike avoid costly people mistakes. Hire with Your Head is the POWER approach to hiring effective employees and is destined to become the people's choice!" Dr. Alfred Osborne, Director, The Harold Price Center for Entrepreneurial Studies, The Anderson School at UCLA "Lou Adler's insights regarding focusing on results and measuring objectives instead of emotions is invaluable. A must read for every manager committed to hiring the best." Louise Wannier, President and Founder, Enfish Technology, Inc. "A primary issue facing all our CEO members is the finding and retaining of excellent key people. The hiring effort needs serious attention and Lou Adler's strategies and techniques are systematic and effective. His approach has helped many of our members." Bill Williams, President, TEC (an international organization of CEOs) "There is nothing more important to your success than hiring great people. Nothing." –from Hire with Your Head When it comes to hiring, particularly in today's competitive business arena, it's important to remember that you're only as strong as your weakest link. As such, it's crucial you avoid recruiting "links" that may adversely affect your organization in any way. Though there aren't any foolproof methods of knowing exactly how job candidates will work out, there are precautionary measures you can take to eliminate from your list those who definitely won't. Written by veteran headhunter Lou Adler, this unique resource arms you with the tools necessary to sidestep potentially costly mistakes by judging more accurately who fits the bill and who doesn't Most managers understand the importance of hiring wisely, but many fail to do so, falling into the all-too-common trap of choosing prospective employees based solely on gut reaction. As Adler points out, this strategy, while occasionally productive, is often ineffectual: "First impressions based on emotions, biases, chemistry, personality, and stereotyping cause more hiring mistakes than any other single factor." The key to dodging this pitfall is to use reason–not emotion–to guide your hiring decisions. In this invaluable new guide, Adler illustrates how to Hire with Your Head, showing you how to focus more on candidate performance, and less on your own impulses. Covering the fundamentals of sound hiring, including proper interviewing and assessment techniques, he introduces his groundbreaking POWER Staffing System(TM), an innovative method developed to address all of the problems and inconsistencies typically involved in the hiring process. Based on Adler's extensive experience as both a headhunter and an executive-level manager, this practical and easy-to-follow approach consists of five distinct steps: \* Performance-based job descriptions-defining superior performance \* Objective evaluations-conduct a complete objective assessment with only four questions \* Well-developed sourcing plans-you need to see top people to hire top people \* Emotional control-overcoming emotional reactions and remaining objective \* Recruiting effectiveness-negotiating and closing an offer on your terms. Packed with a wealth of invaluable tips and helpful exercises, as well as useful checklists and revealing benchmarks, Hire with Your Head is an indispensable, hands-on guide every manager can use to attain hiring success.

Ninety percent of business problems are actually recruiting problems in disguise. If you're filling your company's vacant positions with B-Players, you're playing with fire. Instead, hire Rockstars to build an organization with limitless potential. Recruit Rockstars shows you how to find, hire, and keep the best of the best. Top-tier executive recruiter Jeff Hyman has hired more than three thousand people over the course of his career. Now, he reveals his bulletproof 10-step method for landing the very best talent, based on data instead of gut feel. From sourcing and interviewing to closing and onboarding, you'll learn how to attract winners like a magnet and avoid the mistakes that result in bad hires. Assembling a team of driven and innovative Rockstars is the most powerful competitive advantage you can have in today's ever-changing business world. Recruit Rockstars will help you nail your numbers, impress your investors, and crush your competitors. A critical factor in your organization's success is your ability to hire – and keep – good people. But in order to tackle the toughest recruiting assignments and keep your company running smoothly with great hires who are there for the long haul, you need to infuse both common sense and corporate street smarts into your approach. 101 Strategies for Recruiting Success offers tips of the trade from a recruiting professional with more than two decades of experience. The book includes proven ways to reel in great talent, including how to make your general recruiting operations proactive rather than reactive, 25 ways to find the people your company needs, methods for conducting interviews and evaluating candidates, advice on how to recruit for diversity, retention tactics such as mentoring, performance appraisal, and anti-raiding strategies that begin before the candidate is hired, and a Recruiting Excellence Workbook.

A Systematic, Sane Process for Hiring the Right Person Every Time Heartbreak for Hire Superbosses Hiring Product Managers Sizing People Up Hire Your Dream Team Hire With Your Head From the visionary head of Google's innovative People Operations comes a groundbreaking inquiry into the philosophy of work – and a blueprint for attracting the most spectacular talent to your business and ensuring that they succeed. "We spend more time working than doing anything else in life. It's not right that the experience of work should be so demotivating and dehumanizing." So says Laszlo Book, former head of People Operations at the company that transformed how the world interacts with knowledge. This insight is the heart of Work Rules!, a compelling and surprisingly playful manifesto that offers lessons including: Take away managers' power over employees Learn from your best employees and your worst Hire only people who are smarter than you are, no matter how long it takes to find them Pay unfairly (it's more fair!) Don't trust your gut: Use data to predict and shape the future Default to open-be transparent and welcome feedback! You'll be comfortable with the amount of freedom you've given your employees, you haven't gone far enough. Drawing on the latest research in behavioral economics and a profound grasp of human psychology, Work Rules! also provides teaching examples from a range of industries—including lauded companies that happen to be hideous places to work and little-known companies that achieve spectacular results by valuing and listening to their employees. Book takes us inside one of history's most explosively successful businesses to reveal why Google is consistently rated one of the best places to work in the world, distilling 15 years of intensive worker R&D into principles that are easy to put into action, whether you're a team of one or a team of thousands. Work Rules! shows how to strike a balance between creativity and structure, leading to success: you can measure in quality of life as well as market share. Read it to build a better company from within rather than from above; read it to reawaken your joy in what you do.

The Unprecedented Tell-All Guide Through the Intricacies of Executive Recruitment The single greatest opportunity that an organization has to improve both performance and culture in one stroke lies in the hiring of a new executive—the right executive. The fresh thinking of a skilled leader has the potential to unleash innovation, empower employees, and generate wealth for the company. Similarly, a bad hire may mortally wound the organization and cause ripple effects throughout the entire economy. Hiring Greatness contains valuable insider strategies and tactics—previously only known to a handful of America's wealthiest, elite head-hunters—to attract, recruit, and retain star executives. Authors David E. Perry and Mark J. Haluska have completed more than 1800 search projects across five continents, maintaining a 99.97% success rate, and negotiating more than \$380 million in salaries. Like magicians unveiling the hidden "tricks of the trade," Perry and Haluska reveal: How to systematically secure—and retain—the perfect talent for your company How to keep recruiters from poaching your star executives (a good hire is relatively meaningless if they leave the company) Twenty-three questions you must ask a potential headhunter The language that makes your company the most compelling, and how HR lingo can reel the best talent Four critical turnoffs that drive great candidates away from top companies One company creating \$3.8 million of market value each year, for six months, simply by hiring the right leader. Hiring Greatness takes you behind the scenes of one of the world's most profitable and secretive industries, meticulously showing how any organization can make monumental hiring decisions that lead to massive success.

Build a high-performance workforce by abandoning skills-based hiring practices and focusing on employee attitude Hiring for Attitude offers a groundbreaking approach to recruiting, assessing, and selecting people with both tremendous skills but, more importantly, an attitude that aligns with the organization's culture. Murphy cites his own company's research and examines recent scientific studies about the practical effects a person's attitude has on the outcome of his or her job performance. Clear and practical lessons are illuminated by numerous case studies of organizations like Microchip, Southwest Airlines, and The Ritz-Carlton. Get Noticed, Impress Your Bosses, and Become a Top Leader What to Do When Everyone Looks to You Using Performance-Based Hiring to Build Outstanding Diverse Teams This is who We Hire Hire With Your Head: Using Performance-Based Hiring To Build Great Teams By Lou Adler Hire with Your Head

Instant Wall Street Journal Bestseller! Congratulations, you're a manager! After you pop the champagne, accept the shiny new title, and step into this thrilling next chapter of your career, the truth descends like a fog: you don't really know what you're doing. That's exactly how Julie Zhuo felt when she became a rookie manager at the age of 25. She stared at a long list of logistics—from hiring to pitching—and faced a thousand questions and uncertainties: How was she supposed to spin teamwork into value? How could she be a good steward of her reports' careers? What was the secret to leading with confidence in new and unexpected situations? Now, having managed dozens of teams spanning tens to hundreds of people, Julie knows the most important lesson of all: great managers are not born. They are made. Whether you're new to the job, a veteran leader, or looking to be promoted, this is the handbook you need to be the kind of manager you wish you had. A guide to successful business communication describes how to draft effective letters, emails, and proposals; adapt one's writing style to an audience; and self-edit and troubleshoot documents.

Hire with Your Head Updated with new case studies and more coverage of the impact and importance of the Internet in the hiring process, this indispensable guide has shown tens of thousands of managers and human resources professionals how to find the perfect candidate for any position. Lou Adler's Performance-based Hiring is more powerful than ever! "We have chosen Performance-based hiring because it is behaviorally grounded, managers and recruiters find it easy to use, and it works." –Marshall Utterson, Director Staffing, AIG Enterprise Services. LLC "Everyone's looking for the perfect means to make effective hiring decisions. A trained interviewer armed with the right tools is the best solution. Performance-based Hiring is a proven methodology to get these results." –John Ganley, Vice President "Any staffing director that doesn't send all of their people through Performance-based Hiring training is missing out on top talent, plain and simple. This should be the standard throughout the industry." –Dan Hilbert, Recruiting Manager, Valero Energy Corporation "Performance-based Hiring has been the most successful recruitment tool that we have added to our organization over the past few years. A great strategy for hiring managers at all ranges of the corporate ladder who want to learn how to recruit star talent and want to understand their proper role in the process." –The Unprecedented Tell-All Guide Through the Intricacies of Executive Recruitment The single greatest opportunity that an organization has to improve both performance and culture in one stroke lies in the hiring of a new executive—the right executive. The fresh thinking of a skilled leader has the potential to unleash innovation, empower employees, and generate wealth for the company. Similarly, a bad hire may mortally wound the organization and cause ripple effects throughout the entire economy. Hiring Greatness contains valuable insider strategies and tactics—previously only known to a handful of America's wealthiest, elite head-hunters—to attract, recruit, and retain star executives. Authors David E. Perry and Mark J. Haluska have completed more than 1800 search projects across five continents, maintaining a 99.97% success rate, and negotiating more than \$380 million in salaries. Like magicians unveiling the hidden "tricks of the trade," Perry and Haluska reveal: How to systematically secure—and retain—the perfect talent for your company How to keep recruiters from poaching your star executives (a good hire is relatively meaningless if they leave the company) Twenty-three questions you must ask a potential headhunter The language that makes your company the most compelling, and how HR lingo can reel the best talent Four critical turnoffs that drive great candidates away from top companies One company creating \$3.8 million of market value each year, for six months, simply by hiring the right leader. Hiring Greatness takes you behind the scenes of one of the world's most profitable and secretive industries, meticulously showing how any organization can make monumental hiring decisions that lead to massive success.

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**the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together**

**"Superbosses is the rare business book that is chock full of new, useful, and often unexpected ideas. After you read Finkelstein's well-crafted gem, you will never go about leading, evaluating, and developing talent in quite the same way.”—Robert Sutton, author of Scaling Up Excellence and The No Asshole Rule “Maybe you’re a decent boss. But are you a superboss? That’s the question you’ll be asking yourself after reading Sydney Finkelstein's fascinating book. By revealing the secrets of superbosses from finance to fashion and from cooking to comic books, Finkelstein offers a smart, actionable playbook for anyone trying to become a better leader.”—Daniel H. Pink, author of To Sell Is Human and Drive A fascinating exploration of the world’s most effective bosses—and how they motivate, inspire, and enable others to advance their companies and shape entire industries, by the author of How Smart Executives Fail. A must-read for anyone interested in leadership and building an enduring pipeline of talent. What do football coach Bill Walsh, restaurateur Alice Waters, television executive Lorne Michaels, technology CEO Larry Ellison, and fashion pioneer Ralph Lauren have in common? On the surface, not much, other than consistent success in their fields. But below the surface, they share a common approach to finding, nurturing, leading, and even letting go of great people. The way they deal with talent makes them not merely success stories, not merely organization builders, but what Sydney Finkelstein calls superbosses. After ten years of research and more than two hundred interviews, Finkelstein—an acclaimed professor at Dartmouth’s Tuck School of Business, speaker, and executive coach and consultant—discovered that superbosses exist in nearly every industry. If you study the top fifty leaders in any field, as many as one-third will have once worked for a superboss. While superbosses differ in their personal styles, they all focus on identifying promising newcomers, inspiring their best work, and launching them into highly successful careers—while also expanding their own networks and building stronger companies. Among the practices that distinguish superbosses: They Create Master-Apprentice Relationships. Superbosses customize their coaching to what each protégé really needs, and also are constant founts of practical wisdom. Advertising legend Jay Chiat not only worked closely with each of his employees but would sometimes extend their discussions into the night. They Rely on the Cohort Effect. Superbosses strongly encourage collegiality even as they simultaneously drive internal competition. At Lorne Michaels’s Saturday Night Live, writers and performers are judged by how much of their material actually gets on the air, but they can’t get anything on the air without the support of their coworkers. They Say Good-Bye on Good Terms. Nobody likes it when great employees quit, but superbosses don’t respond with anger or resentment. They know that former direct reports can become highly valuable members of their network, especially as they rise to major new roles elsewhere. Julian Robertson, the billionaire hedge fund manager, continued to work with and invest in his former employees who started their own funds. By sharing the fascinating stories of superbosses and their protégés, Finkelstein explores a phenomenon that never had a name before. And he shows how each of us can emulate the best tactics of superbosses to create our own powerful networks of extraordinary talent.**

**Rated as a Superior Business Book by getAbstract. There are four qualities that you must hire because you cannot teach. This book guides the reader through a simple process that will help hiring and HR professional identify and hire these essential qualities. The new chapters in this second edition challenge the status quo when it comes to onboarding new employees and how to create and maintain a successful culture. See why some of industry’s finest leaders say Hire on a WHIM is a must read. Hiring is one of the most important decisions you will ever make because new hires are the lifeblood and future of your organization. Whether you are hiring an administrative assistant or the next CEO, a Millennial or Gen-Xer, WHIM will help you get it right. Readers will evaluate resumes in a whole new way and use the WHIM TimeLine to add a whole new dimension to the interview process. For hiring managers who recruit on campus, WHIM’s contributing author Director of Career Services, Jim Thrasher, provides employers with a roadmap for building a winning relationship with colleges and universities. Learn to partner and maximize your time with the Career Services department, making your visits on campus more profitable. Hire on a WHIM will give job seekers an advantage and confidence when preparing for an interview. After reading WHIM, they will understand why interviewers ask the questions they do and what they are looking and listening for. By understanding the four qualities that hiring managers are seeking, they will be able to present their experiences and traits in the most favorable light. This is an important resource for anyone looking to make a career change, seeking their first job, or in transition.Hire on a WHIM lays the foundation for a fast moving, high impact training course designed to help companies find talent, reduce hiring mistakes, and increase retention, engagement, and job satisfaction. To learn more about the WHIM revolution, visit [www.WHIMUniversity.com](http://www.WHIMUniversity.com)**

**Hiring Greatness**

**Hiring Success: How Visionary CEOs Compete for the Best Talent**

**How Exceptional Leaders Master the Flow of Talent**

**A Novel**

**101 Strategies for Recruiting Success**

**Business Writing For Dummies**

**The High Potential's Advantage**

*In this stunning series debut from New York Times bestselling author Madeline Hunter, a duke's mysterious bequest brings fortune—and passion—to three young women . . . Minerva Hepplewhite has learned the hard way how to take care of herself. When an intruder breaks into her home, she doesn't swoon or simper. Instead she wallops the rogue over the head and ties him up—only to realize he is Chase Radnor, the man who nearly got her convicted of her late husband's murder. Now he's insisting that Minerva has inherited a fortune from his uncle, a wealthy Duke. Only one thing could surprise her more: her sudden attraction to this exasperating man . . . Chase can't decide whether Minerva is a wronged woman or a femme fatale. Either way, he's intrigued. Since the scandal surrounding her husband's death, she has set up a discreet detective business to rival Chase's own. She may be the perfect person to help him uncover the truth about his uncle's demise. But as proximity gives way to mutual seduction, Chase realizes he craves a much deeper alliance . . . Madeline Hunter's novels are: "Brilliant, compelling. . . . An excellent read." --The Washington Post "Mesmerizing." --Publishers Weekly "Pure passion." --Booklist Visit us at [www.kensingtonbooks.com](http://www.kensingtonbooks.com)*

*THE MILLION COPY INTERNATIONAL BESTSELLER Drawn from 3,000 years of the history of power, this is the definitive guide to help readers achieve for themselves what Queen Elizabeth I, Henry Kissinger, Louis XIV and Machiavelli learnt the hard way. Law 1: Never outshine the master Law 2: Never put too much trust in friends; learn how to use enemies Law 3: Conceal your intentions Law 4: Always say less than necessary. The text is bold and elegant, laid out in black and red throughout and replete with fables and unique word sculptures. The 48 laws are illustrated through the tactics, triumphs and failures of great figures from the past who have wielded - or been victimised by - power. (From the Playboy interview with Jay-Z, April 2003) PLAYBOY: Rap careers are usually over fast: one or two hits, then styles change and a new guy comes along. Why have you endured while other rappers haven't? JAY-Z: I would say that it's from still being able to relate to people. It's natural to lose yourself when you have success, to start surrounding yourself with fake people. In The 48 Laws of Power, it says the worst thing you can do is build a fortress around yourself. I still got the people who grew up with me, my cousin and my childhood friends. This guy right here (gestures to the studio manager), he's my friend, and he told me that one of my records, Volume Three, was wack. People set higher standards for me, and I love it.*

*Who you hire defines everything, from business success down to who you are as a leader. That's why hiring top talent is the #1 priority of most CEOs, and yet, studies show that the majority don't believe they recruit highly talented people. As the talent economy continues to evolve, CEOs need to adapt the way they compete for talent in order to keep up. As a current SaaS CEO and former recruiter, Jerome Temynck packs 30 years of learnings and differentiated recruiting strategies into Hiring Success to provide CEOs a future-ready perspective for talent. You'll walk away with the ability to attract, select, and hire the best talent at a global scale on demand--leading to hiring success now and in the future.*

*\* Our summary is short, simple and pragmatic. It allows you to have the essential ideas of a big book in less than 30 minutes. By reading this summary, you will learn how to recruit the most competent and motivated people to work in your company. You will also learn that : half of all hires are disappointing because recruiters don't know how to objectively evaluate candidates; a good interview is not synonymous with job performance. The best people are not always the ones you think they are; to attract the best, it is more important to offer them serious career prospects than a good salary; by recruiting on performance alone, you will develop growth and diversity within your company. The key to success for any company is to recruit the best performing employees. Current recruiting methods do not meet this objective: they are too expeditious and not objective enough. Lou Adler, a professional headhunter for the largest American companies, offers you an efficient and systematic method: performance-based hiring process. This method involves, among other things, distributing an attractive job ad, knowing how to conduct an objective interview, and evaluating candidates according to a unique performance grid. So are you ready to get rid of your preconceived ideas and bad recruitment habits?\*Buy now the summary of this book for the modest price of a cup of coffee!*

*How to Navigate Clueless Colleagues, Lunch-Stealing Bosses, and the Rest of Your Life at Work*

*Using POWER Hiring to Build Great Companies*

*Recruit Rockstars*

*Stories on Growing Up, Looking for Love, and Walking Down the Aisle for Complete Strangers*

*Hiring Talent*

*The Ultimate Edition*

*Full Stack Recruiter*

*This is the only book on hiring that blends the research on levels of work with the discipline of behavioral interviewing. Every role has a level of decision making, a level of problem solving. The research on levels of work, pioneered by the late Dr. Elliott Jaques, is powerful science. The discipline of behavioral interviewing is the most effective method for its application. This is the only book that puts these two ideas together in a practical framework for managers faced with the hiring decision.*

*Find the right candidate for the job every time Adler's insightful new POWER hiring methods enable managers to attract, assess, and recruit the best candidates through the integration of online tools and offline behavior modifications. New information on hiring and the Internet, diversity, and legal compliance issues is included.*

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*A Rational Way to Make a Gut Decision*

*Bring Your Brain to Work*

*Where, When, and how to Find the Right People Every Time*