

The Ultimate Guide to Successful Job Interviewing

M. L. Miller

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The Ultimate Guide to Successful Job Interviewing decodes the interview process to give job seekers the knowledge, confidence, and skills they need to secure the positions they desire.

Talent acquisitions expert M. L. Miller's career guide *The Ultimate Guide to Successful Job Interviewing* introduces strategies to help serious candidates stand out from their competition and improve their chances of being hired.

The book asserts that eighty percent of employee turnover can be traced to poor hiring decisions. Thus, it says, it is in everyone's best interest for companies to require candidates to go through a series of challenging steps before making an offer of employment. The strategies and techniques introduced here are designed to enable candidates to be perceived as the best matches for available positions and to create memorable impressions to open the possibility of future collaborations.

Concise and even-handed in its treatment of job interviews, the book examines the process from both the perspectives of candidates and those of their prospective employers. It follows the interview process from the candidate's decision to apply through to signing an employment contract. It also discusses why candidates may not receive job offers or why they may choose to reject particular offers. Each step in the process is delineated with care, and the importance of preparation is stressed—including by deciding in advance how much one wants the job one is applying for.

With the knowledge that job candidates should also be evaluating their potential employers, the book encourages discernment throughout the process. It tells interviewees how to watch out for warning signs of toxic work environments. Combined with its other features—including insights into what goes on in the minds of interviewers; resources for locating relevant information on a company, its culture, and the job being offered; and suggestions for building confidence, reducing anxiety, and making a positive, memorable impression—this helps to make the book a beneficial resource for all those in the job market. Such work is further embellished by interesting lists of what must be done in an interview versus what must never be done, as well as examples of good answers to awkward questions and clues as to how interviewers assess a candidate's potential benefit to their companies.

The book's language is succinct, and its lists are usefully concise, making it accessible to those on tight learning schedules. Brief summaries appear at the end of its chapters. As the book progresses, reminders of previous information, tips, and suggestions further bolster its educational potential. However, errors in punctuation, some awkward word choices, and muddled sentences detract somewhat from its presentation.

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KRISTINE MORRIS (September 12, 2022)

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