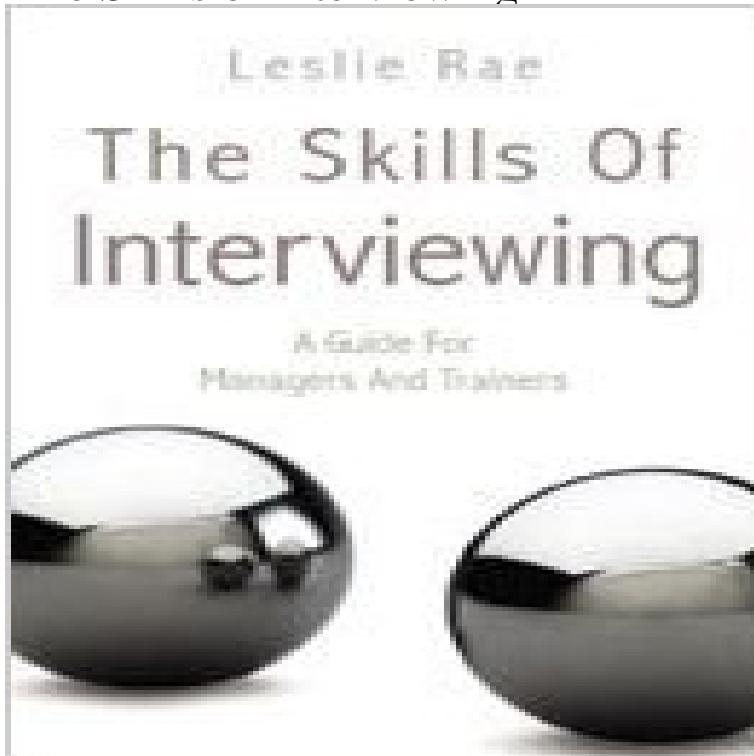


The Skills of Interviewing



Whether the context is recruitment, appraisal, counselling or grievance, all managers conduct interviews with their staff from time to time. But these managers are rarely offered any systematic training. In this book Leslie Rae, an experienced interviewer and trainer of interviewers, describes an approach that can be applied across a wide range of situations. The book introduces the key techniques of interviewing and shows how these techniques can be put to effective use in specific type of interviews.

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