



Ask the Right Questions, Hire the Best People, Third Edition

Ron Fry

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In this completely updated new edition, the best-selling author of *101 Great Answers to the Toughest Interview Questions* and *101 Smart Questions to Ask on Your Interview* takes you step-by-step through the hiring process. Whether you're replacing an employee who's leaving or creating a new position in your organization, Ron Fry shows you how to write a concise and accurate job description, identify key competencies, and how to translate them into a realistic set of search criteria. *Ask the Right Questions, Hire the Best People* also shows you:

- * How to attract the best applicants.
- * What to look for when you're screening resumes, in your office or online.
- * What questions you should ask in the interview...and when to ask them.
- * How to listen more effectively to what the applicant is really telling you.
- * How to probe for information the applicant doesn't want to reveal.
- * What questions the law permits and forbids.

Whether you're an interviewing novice or a seasoned pro, you'll find all the answers you need in *Ask the Right Questions, Hire the Best People!*

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