



SMARTER THAN THE AVERAGE GUIDE

# HBR Guide to

## Getting the Right Job

**Focus your search**  
**Sell your skills**  
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# Hbr Guide To Getting Right Job Offers

**Harvard Business Review**



## **Hbr Guide To Getting Right Job Offers:**

**HBR Guide to Better Recruiting and Hiring** Harvard Business Review, 2025-02-18 Discover and hire great talent An open position on your team presents both a challenge and an opportunity You need to understand what skills and capabilities will add value now and in the future all while juggling the hiring process with the day to day demands of your job as a manager The HBR Guide to Better Recruiting and Hiring provides the practical tips research stories and advice you need to successfully attract identify and hire people whose values competencies and potential align with your team and your organization You ll learn how to Identify gaps in your team s skill set Expand your talent pool Conduct productive interviews Partner effectively with HR Evaluate a candidate s potential for growth Make a compelling offer Negotiate with confidence Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges **HBR**

**Guide to Getting the Right Work Done** Harvard Business Review Press, 2012 Resource added for the Leadership Development program 101961 **HBR Guides Boxed Set (7 Books) (HBR Guide Series)** Harvard Business Review, Nancy Duarte, 2015-05-05 Master your most pressing professional challenges with this seven volume set that collects the smartest best practices from leading experts all in one place HBR Guide to Better Business Writing and HBR Guide to Persuasive Presentations help you perfect your communication skills HBR Guide to Managing Up and Across and HBR Guide to Office Politics show you how to build the best professional relationships HBR Guide to Finance Basics for Managers is the one book you ll ever need to teach you about the numbers HBR Guide to Project Management addresses tough questions such as how to manage stakeholder expectations and how to manage uncertainty in a complex project and HBR Guide to Getting the Right Work Done goes beyond basic productivity tips to teach you how to prioritize and focus on your work This specially priced set of the most popular books in the series makes a perfect gift for aspiring leaders looking for trusted advice Arm yourself with the advice you need to succeed on the job from the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges *The HBR Guides Collection (8 Books) (HBR Guide Series)* Harvard Business Review, Nancy Duarte, 2014-09-23 This collection will help you sharpen the key management skills you need to succeed today We all want to give more persuasive presentations write more effective emails master the basics of finance and manage both stress and time a bit better These Harvard Business Review Guides now offered as a complete digital collection will help you get there Packed with concise practical tips from leading experts the HBR Guides series is designed to help you learn and apply strategies and tactics to work smarter and more effectively every day This collection features digital editions of all eight books in the series HBR Guides on Persuasive Presentations Better Business Writing Getting the Right Work Done Managing Stress at Work Finance Basics for Managers Project Management Managing Up and Across and Getting the Mentoring You Need As an important part of your

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**HBR Guide to Managing Up and Across (HBR Guide Series)** Harvard Business Review,2013-01-08 ARE YOUR WORKING RELATIONSHIPS WORKING AGAINST YOU To achieve your goals and get ahead you need to rally people behind you and your ideas But how do you do that when you lack formal authority Or when you have a boss who gets in your way Or when you re juggling others needs at the expense of your own By managing up down and across the organization Your success depends on it whether you re a young professional or an experienced leader The HBR Guide to Managing Up and Across will help you Advance your agenda and your career with smarter networking Build relationships that bring targets and deadlines within reach Persuade decision makers to champion your initiatives Collaborate more effectively with colleagues Deal with new challenging or incompetent bosses Navigate office politics

*HBR Guides to Managing Your Career Collection (6 Books)* Harvard Business Review,2019-11-26 Don t wait for someone else to manage your career Career paths are far from straightforward HBR Guides to Managing Your Career Collection offers the ideas and strategies to help you take charge of your career and reach your highest potential both in and outside of work Included in this six book set are HBR Guide to Your Professional Growth HBR Guide to Work Life Balance HBR Guide to Getting the Mentoring You Need HBR Guide to Managing Up and Across HBR Guide to Office Politics and HBR Guide to Changing Your Career You ll learn how to Clarify your professional passions Think strategically about career changes Recognize when it s time for a new challenge Find the right mentors to help you grow and move ahead Set boundaries and manage your time Deal with difficult managers Navigate your work culture and its politics The workplace is a complex arena to navigate yet with advice from HBR s experts you will be able to surpass any professional obstacle No matter where you are in your career the HBR Guides to Managing Your Career Collection will help you plan your next steps and push yourself forward to the next level

**Harvard Business Review Guides Ultimate Boxed Set (16 Books)** Harvard Business Review,Nancy Duarte,Bryan A. Garner,Mary Shapiro,Jeff Weiss,2019-02-26 How to guides to your most pressing work challenges This 16 volume specially priced boxed set makes a perfect gift for aspiring leaders looking for trusted advice on such diverse topics as data analytics negotiating business writing and coaching This set includes Persuasive Presentations Better Business Writing Finance Basics Data Analytics Building Your Business Case Making Every Meeting Matter Project Management Emotional Intelligence Getting the Right Work Done Negotiating Leading Teams Coaching Employees Performance Management Delivering Effective Feedback Dealing with Conflict Managing Up and Across Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from

leading experts the HBR Guides provide smart answers to your most pressing work challenges **HBR Guide to Your Job Search** Harvard Business Review,2024-02-06 Land the job of your dreams You re ready to take the next step in your career But securing the right role can take a lot of work and a lot of time and energy How do you move forward without getting overwhelmed by the process The HBR Guide to Your Job Search is here to help Whether you re new to the workforce or have a well established career this book contains practical advice for navigating your job hunt You ll learn how to Structure your search strategically Translate your strengths into a strong personal story Activate your network to find opportunities Write a r sum that gets callbacks Craft answers to common interview questions Set yourself up for success in your new role Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

**Performance Reviews and Coaching: The Performance Management Collection (5 Books)** Harvard Business Review,Dick Grote,2015-12-22 If you re an executive manager or team leader one of your toughest responsibilities is managing your people s performance This digital collection curated by Harvard Business Review will help you evaluate employee performance provide coaching conduct performance reviews give effective feedback and more it includes Dick Grote s How to be Good at Performance Appraisals Harvard Business Essentials Performance Management the HBR Guide to Coaching Employees and Giving Effective Feedback and Performance Reviews both from HBR s 20 Minute Manager Series

**HBR Guides to Being an Effective Manager Collection (5 Books) (HBR Guide Series)** Harvard Business Review,Bryan A. Garner,Nancy Duarte,2017-11-14 Master the most critical professional skills with this five volume set that covers topics from personal effectiveness to leading others This specially priced collection includes books from the HBR Guide series on the topics of Getting the Right Work Done Better Business Writing Persuasive Presentations Making Every Meeting Matter and Project Management You ll learn how to Prioritize and stay focused Overcome procrastination Conquer email overload Push past writer s block Create powerful visuals Establish credibility with tough audiences Moderate lively conversations and regain control of wayward meetings Build a strong project team Create a realistic schedule and stay on track Manage stakeholders expectations Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges *Successful Writing and Speaking: The Communication Collection (9 Books)* Harvard Business Review,Nancy Duarte,Bryan A. Garner,Holly Weeks,Jeff Weiss,2016-09-20 This Harvard Business Review digital collection will give you the confidence and tools you need to write and speak successfully It includes the HBR Guide to Persuasive Presentations by presentation expert Nancy Duarte the HBR Guide to Better Business Writing by writing expert Bryan A Garner the HBR Guide to Negotiating by negotiation expert Jeff Weiss Failure to Communicate by consultant and coach Holly Weeks as well as HBR s 10 Must Reads on Communication Giving Effective Feedback Running Meetings How to Run a

Meeting and Managing Difficult Interactions      **HBR Guide to Getting the Mentoring You Need** Harvard Business Review,2014-01-14 Find the right person to help supercharge your career Whether you re eyeing a specific leadership role hoping to advance your skills or simply looking to broaden your professional network you need to find someone who can help Wait for a senior manager to come looking for you and you ll probably be waiting forever Instead you need to find the mentoring that will help you achieve your goals Managed correctly mentoring is a powerful and efficient tool for moving up The HBR Guide to Getting the Mentoring You Need will help you get it right You ll learn how to Find new ways to stand out in your organization Set clear and realistic development goals Identify and build relationships with influential sponsors Give back and bring value to mentors and senior advisers Evaluate your progress in reaching your professional goals      *Build a Successful Business: The Entrepreneurship Collection (10 Items)* Joe Knight,Anjali Sastry,Anthony K. Tjan,Raymond Sheen,Jeff Weiss,2016-09-20 Learn what it takes to build a great business with this digital collection curated by Harvard Business Review it contains everything you need to know about entrepreneurship from leadership traits and a willingness to fail to financial intelligence and tips for building a business case Includes Financial Intelligence for Entrepreneurs Fail Better Heart Smarts Guts and Luck Entrepreneur s Toolkit HBR on Entrepreneurship HBR Guide to Building Your Business Case HBR Guide to Negotiating How I Did It and the Harvard Business Review articles Five Stages of Small Business Growth and Why Entrepreneurs Don t Scale      *Work from Anywhere: The HBR Guides Collection (5 Books)* Harvard Business Review,2023-06-13 Everything you need to get your best work done no matter where you do it For many working remotely is a dream come true For others it comes with stress distraction and endless video call fatigue No matter how you feel about the new world of work aspects of being part of a far flung or hybrid team can be challenging Work from Anywhere The HBR Guides Collection offers ideas and strategies to help you enjoy the benefits of working from anywhere and deal with the difficulties that come along with it Included in this five book set are HBR Guide to Remote Work HBR Guide to Managing Flexible Work HBR Guide to Work Life Balance HBR Guide to Being More Productive and HBR Guide to Beating Burnout You ll learn how to Craft a remote work routine that works for you Manage difficult conversations when you can t meet in person Keep your team engaged both in person and virtually Adjust to your coworkers flexible work arrangements Set boundaries without alienating your colleagues Motivate yourself when there s no one looking over your shoulder Avoid work from home burnout Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

**HBR Working Moms Collection (6 Books)** Harvard Business Review,Daisy Dowling,2022-11-22 Manage the competing demands of working motherhood As a working mother you often draw the short straw You carry most of the burden of caregiving and household chores and your career can suffer because of it Bosses and coworkers assume that since you re focused on your family you don t prioritize work But when you choose your job over quality time with your kids it feels

like you're letting down the people you love most The HBR Working Moms Collection can help you alleviate this tension Drawing on the wisdom of world class experts and parents alike it will help you strike the right balance between family and work so you can prioritize what matters most and feel fulfilled in all areas of your life The six books in this set Advice for Working Moms Getting It All Done Managing Your Career Taking Care of Yourself Communicate Better with Everyone and Two Career Families will teach you how to transition back to work effectively eliminate working mom guilt balance being a caregiver with being an employee prioritize time to address your personal needs communicate successfully with your employer and with your family and navigate being part of a two career family There's no one simple answer or foolproof tip to make working motherhood easy but the strategies in this collection can help set you on a path toward finding success both in your career and as a mom The HBR Working Parents Series with Daisy Dowling Series Editor supports readers as you anticipate challenges learn how to advocate for yourself more effectively juggle your impossible schedule and find fulfillment at home and at work Whether you're up with a newborn or planning the future with your teen you'll find the practical tips strategies and research you need to make working parenthood work for you *Advice for Working Moms (HBR Working Parents Series)* Harvard Business Review, Daisy Dowling, Sheryl G. Ziegler, Francesca Gino, Amy Jen Su, 2021-05-04 Manage the competing demands of working motherhood As a working mother you often draw the short straw You carry most of the burden of caregiving and household chores and your career suffers because of it Bosses and coworkers assume that since you're focused on your family you don't prioritize work But choosing your job over your kids extracurricular and school commitments means letting down the people you love most Advice for Working Moms can help you alleviate this tension Drawing on the wisdom of experts and parents alike it will help you strike the right balance between family and work so that you can prioritize what matters most to you and feel fulfilled in all areas of your life You'll learn to Let go of working mom guilt and that constant overwhelmed feeling Discuss family commitments with an unsupportive boss Create a parenting posse for caregiving support Negotiate a more equal division of labor at home Say no to office housework and other invisible tasks at work The HBR Working Parents Series with Daisy Dowling Series Editor supports readers as you anticipate challenges learn how to advocate for yourself more effectively juggle your impossible schedule and find fulfillment at home and at work Whether you're up with a newborn or planning the future with your teen you'll find the practical tips strategies and research you need to make working parenthood work for you HBR Guide to Being More Productive (HBR Guide Series) Harvard Business Review, 2017-06-27 Productivity starts with you Every day begins with the same challenge too many tasks on your to do list and not enough time to accomplish them Perhaps you tell yourself to just buckle down and get it all done skip lunch work a longer day Maybe you throw your hands up recognize you can't do it all and just begin fighting the biggest fire or greasing the squeakiest wheel And yet you know how good it feels on those days when you're working at peak productivity taking care of difficult and meaty projects while also knocking off the smaller tasks that have been hanging over your head

forever Those are the times when your day didn't run you you ran your day To have more of those days more often you need to discover what works for you given your strengths your preferences and the things you must accomplish Whether you're an assistant or the CEO whether you've been in the workforce for 40 years or are just starting out this guide will help you be more productive You'll discover different ways to Motivate yourself to work when you really don't want to Take on less but get more done Preserve time for your most important work Improve your focus Make the most of small pockets of time between meetings Set boundaries with colleagues without alienating them Take time off without tearing your hair out Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges [HBR Working Parents Series Collection \(3 Books\)](#) (HBR Working Parents Series) Harvard Business Review, Daisy Dowling, Stewart D. Friedman, Whitney Johnson, Bruce Feiler, 2020-12-29 Tips stories and strategies for the job that never ends When it comes to being a working parent there are no right answers to the tough questions you grapple with from how to get your toddler out the door to supporting your teen through struggles with their peers to whether or not to accept that big promotion and the extensive travel and long hours that come with it But there are answers that are right for you and your family The HBR Working Parents Series Collection assembles the ideas and strategies you need to help you get ahead and get through the day Included in this set are Managing Your Career Getting It All Done and Taking Care of Yourself This compilation offers insights and practical advice from world class experts on the topics that matter most to working parents including making decisions at home and at work that align with your priorities navigating tradeoffs and managing the feelings that come with them developing strategies for managing both the details of your day and the long term view of your career finding time for personal development and making career choices that work for you and your family The HBR Working Parents Series with Daisy Dowling Series Editor supports readers as you anticipate challenges learn how to advocate for yourself more effectively juggle your impossible schedule and find fulfillment at home and at work Whether you're up with a newborn or planning the future with your teen you'll find the practical tips strategies and research you need to make working parenthood work for you

**Never Lose an Employee Again** Joey Coleman, 2023-06-27 A WALL STREET JOURNAL BESTSELLER If keeping employees is a challenge for you Never Lose an Employee Again offers a proven framework for increasing retention engagement and in the process profits Joey Coleman one of the world's leading experts on employee experience reveals practical strategies that will teach you exactly how to recruit top talent bring them onboard successfully and keep them engaged while they produce remarkable results for years to come Finding and keeping quality employees is one of the greatest challenges facing businesses today With more people quitting their jobs each month than ever before and employees demanding flexibility freedom and advancement companies are struggling to build a foundation with new hires that leads to long term commitment To effectively combat the hiring crisis and remain competitive business owners and managers must



design an employee experience program that begins on day one In *Never Lose an Employee Again* Coleman offers a step by step playbook for creating a retention plan with long term success With more than fifty proven case studies from organizations on seven continents Coleman details how you can forge a relationship with your people during each of the eight phases of the employee journey For each phase Coleman walks you through the six forms of communication integral to success in person email phone mail video and even gifts so you can better connect with your team You ll learn how to write job descriptions that attract the right candidates and plenty of them counter the hire s remorse that every employee feels yet few businesses ever address welcome someone on their first day in a way that will leave them talking about it years later acclimate your people to get them up and running faster and more effectively re engage your existing employees to turn them into raving fans and much more *Never Lose an Employee Again* will reshape the way you think about recruiting hiring onboarding and retaining quality team members whether you are an owner looking to hire your first few employees an organization hoping to redefine an industry or an enterprise that needs to keep growing on a global scale [HBR Working Parents Starter Set \(5 Books\)](#) Harvard Business Review, Daisy Dowling, Eve Rodsky, Bruce Feiler, Alice Boyes, 2022-08-02 All the advice you need to succeed as a first time working parent The year after having your first baby can be one of the most challenging and disorienting periods of your career From finding the best childcare when you return to work to setting expectations with your manager to getting enough sleep so you can show up as the person you want to be and do your job well juggling it all can seem impossible You re not alone but you re going through a tough moment and you need support The HBR Working Parents Starter Set offers insights and practical advice from world class experts on the topics that are the most important to new working parents who want to be great parents and have impactful careers The five books in this set *Succeeding as a First Time Parent* *Getting It All Done* *Taking Care of Yourself* *Managing Your Career* and *Communicate Better with Everyone* will teach you how to transition back to work effectively make decisions that align with your priorities find time for personal development and make career choices that work for you and your family There s no simple answer or foolproof tip to make working parenthood easy but the strategies in this collection can help set you on the path toward finding success both in your career and as a parent The HBR Working Parents Series with Daisy Dowling Series Editor supports readers as you anticipate challenges learn how to advocate for yourself more effectively juggle your impossible schedule and find fulfillment at home and at work Whether you re up with a newborn or planning the future with your teen you ll find the practical tips strategies and research you need to make working parenthood work for you

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