



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, Bryan A.  
Garner, Nancy Duarte**



## **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 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

## Reviewing **Hbr Guide To Getting Right Job Offers**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Hbr Guide To Getting Right Job Offers**," an enthralling opus penned by a very acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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