

Executive Assistant Job Interview Questions And Answers

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Analytical Skills Showick Thorpe The textbook is specifically written for the students of Degree Programme, the book extensively covers topics like Data Analysis, Sequence & Series, Arithmetic Ability, Date, Time & Arrangement Problems, Quantitative Aptitude & Business Computations. The book emphasis on to increase & improve analytical skills of students. The book also includes bulk number of Interview questions asked during Real Interviews.

The Everything Job Interview Question Book Dawn Rosenberg McKay 2013-12-06 Outlines the best answers to key job-interview questions, presenting sample responses to frequently asked questions and offering tips on how to handle a critical job interview.

Job Interview Derrick Foresight 2020-08-08 This book will lead you in your next job interview. It will help you understand the reasons why interviewers ask specific probing questions and how to answer them. Being prepared for those questions can increase your chances of getting the job you want. It will also show you which questions are smart to ask your potential future employer, because, as opposed to what some people may suppose, this is an important part of the interview to show how

passionate you may be about your future job. Last but not least, most people forget to follow up and simply wait for the interviewer to contact them. This is a big mistake. If you want to stand out among the crowd, it is important to follow up after the interview, and show how driven and motivated you are. Learn more by getting the book.

Megargee's Guide to Obtaining a Psychology Internship Edwin Megargee 2012-12-06 Megargee's Guide gives students essential information about the internship selection process, including updated material on the computer selection process that was implemented by the Association of Psychology Postdoctoral and Internship Centers (APPIC). Also included is a discussion of new standardized set of application forms that have been adopted by most internship sites; the disparities between internship supply and demand; and the rules governing internship selection. It also provides practical information such as a four-step process for preparing a resume and tips for preparing for interviews. Over 50 and Motivated Brian E. Howard 2017-04-01 It happened. It may have been a surprise, or it could have been anticipated, but at this point, what does it matter? You lost your job. Or, the frustrations at your current job have hit the boiling point. You just can't take it anymore! In

either case, change is inevitable. But, you're over the age of 50 and intellectually or intuitively you know your age could be a factor in your job search. . . and, you are right. There are age-related biases that exist in the job market that will work against you. According to government statistics, job seekers over 50 encounter more difficulty in getting new jobs and suffer notably longer unemployment than their younger counterparts. But these statistics do not have to apply to you! First, immediately stop with the worry and negative thinking. You're in a better position than you think. There are employers out there that not only will hire you, they are looking for you! The key is to find them, sell them on you, and get them to hire you. It's not as hard as you may think. In the *Over 50 and Motivated* book, Brian Howard will teach you a systematic approach for conducting a real-world job search based on years of frontline recruiting experience helping thousands of tenured job seekers just like you. He will teach you how to effectively conduct a job search in today's job market and techniques to successfully combat age biases. He will show you how to get job offers and your next fulfilling career position!

The Definitive Executive Assistant and Managerial Handbook Sue France 2012-11-03 From best-selling author and expert Sue France, *The Definitive Executive Assistant & Managerial Handbook* is the ultimate guide for anyone who wants to take their career development to the next level. Placing special emphasis on personal leadership development as well as practical skills, you will learn how to manage a small team, climb the career ladder to gain more responsibility, negotiate effectively and confidently manage a project. It will teach you how to recruit and induct staff, make decisions fairly and consistently, build a productive team and environment and get noticed at work. For ambitious Assistants who want to continually improve their skills, *The Definitive Executive & Managerial Handbook* is an indispensable guide, helping you to maintain your professional image and achieve resounding success.

Job Search Kenneth M. Dawson 1996-04-23 Describes how to analyze career goals, write an effective resume, respond to difficult interview questions, and make successful job selections

iPads® in the Library: Using Tablet Technology to Enhance Programs for All Ages Joel A. Nichols 2013-06-13 Looking for a programming guide for computer tablet use in the library setting? This book provides detailed plans and instructions with specific literacy goals for child, teen, and adult audiences—exactly what librarians seeking to integrate iPad and other tablet use into their programs need. • Supplies technology programs for young children targeting early literacy skills, and for grade school and middle school-aged children, with a special focus on STEM skills • Includes programs for adult groups including non-English speakers, job-seekers, and genealogy enthusiasts • Covers 100 essential apps for library programming in an annotated list • Provides an annotated list of app review resources for selection • Blends digital content and delivery with traditional, analogue library services in the versatile supplied plans

96 Great Interview Questions to Ask Before You Hire Paul Falcone 2018-03-14 Why do so many promising job candidates turn out to be disappointing employees? Learn how to consistently hire the right people at the right time for the right roles. Every manager and human resources department has experienced a candidate whom they viewed as promising individuals full of potential turning out to be underwhelming employees. Employment expert Paul Falcone supplies the tools you need to land top talent. What is the applicant's motivation for changing jobs? Do they consistently show initiative? The third edition of this practical guide book is packed with interview questions to possibly ask candidates, each designed to reveal the real person sitting across the table. In *96 Great Interview Questions to Ask Before You Hire*, Falcone shares strategic questions that uncover the qualities and key criteria you seek in your next hire, including: Achievement-anchored questions Questions that gauge likeability and fit Pressure-cooker questions Holistic questions that invite self-assessment Questions tailored to sales, mid-level, or senior management positions Complete with guidelines for analyzing answers, asking follow-up questions, checking references, and making winning offers, *96 Great Interview Questions to Ask Before You Hire* covers the interviewing and hiring process from beginning to end, leaving no stone

unturned.

Great Answers! Great Questions! For Your Job Interview Jay A. Block
2004-07-07 Answers to the toughest interview questions--and questions that make job hunters look great Great Answers! Great Questions! For Your Job Interview prepares readers for anything that might come their way during that allimportant interview. This thorough guide provides answers for all the most common questions interviewers ask, and suggests smart questions human resources professionals like to hear in return. This comprehensive interview game plan features: 101 answers to any tough question 101 questions that showcase the job hunter's intelligence and skills Practical strategies for online job searching Expert advice on telephone interviews, physical presentation, following up the interview, and salary negotiation

Report United States. Congress Senate

Weekly Compilation of Presidential Documents 1978

Savvy Interviewing John Van Devender 2007 An insider?'s guide to the corporate hiring process, featuring interview do?'s and don'ts that could make or break your opportunity in two minutes flat.

Great Answers! Great Questions! For Your Job Inter Answers to the toughest interview questions--and questions that make job hunters look great Great Answers! Great Questions! For Your Job Interview prepares readers for anything that might come their way during that allimportant interview. This thorough guide provides answers for all the most common questions interviewers ask, and suggests smart questions human resources professionals like to hear in return. This comprehensive interview game plan features: 101 answers to any tough question 101 questions that showcase the job hunter's intelligence and skills Practical strategies for online job searching Expert advice on telephone interviews, physical presentation, following up the interview, and salary negotiation

The New Executive Assistant: Advice for Succeeding in Your Career
Melba Duncan 1997-02-01 Today's executive assistant has become a crucial member of every organization's support staff--a key business ally with diverse responsibilities, from overseeing employees to making

strategic decisions. Here is the first step-by-step guide specifically designed to help you thrive in this fast-paced profession. Developed by nationally-known business consultant and author Melba Duncan, this leading-edge resource provides all the up-to-date information you need to manage information technologies, deal effectively with abrupt organizational changes and office politics, handle stress, resolve conflicts, motivate workers and forge a team mentality, master public relations and the media, capitalize on opportunities emerging from corporate restructuring, and more.

Public Papers of the Presidents of the United States, Jimmy Carter, 1978, Book 2 Spine title reads: Public Papers of the Presidents, Jimmy Carter, 1978. Contains public messages and statements of the President of the United States released by the White House from June 30-December 31, 1978. Also includes appendices and an index. Item 574-A. Related items: Public Papers of the Presidents collection can be found here: <https://bookstore.gpo.gov/catalog/public-papers-presidents>

The Essential Job Interview Handbook Jean Baur 2013-09-23 Even with a fairly detailed job description or a briefing by a knowledgeable recruiter, job candidates rarely have all the tools they need to ace their interviews. This is one of the reasons why interviews are so harrowing—we have to pay close attention to what we're told, what we're not told, and the many non-verbal signals we receive. In addition, many people who conducts the interviews aren't well-prepared, haven't been trained in interviewing, and often don't even like the process. The Essential Job Interview Handbook will help job seekers prepare effectively for interviews and become familiar with different types of interview questions and styles of interviews. A unique feature of this book is the multiple answers it provides for each question, rated good, better, and best; with this feature, you'll learn what makes a winning answer and understand the strategy behind it. Whether you're just finishing school or have been working a long time, The Essential Job Interview Handbook will give you all the powerful tools you need to not just get a job, but to get the right one.

101 Job Interview Questions You'll Never Fear Again James Reed

2016-05-03 Originally published: Why you? London: Portfolio, an imprint of Penguin Random House UK, 2014.

The Definitive Executive Assistant & Managerial Handbook Sue France 2021-11-03 WINNER: PA Voice Awards 2015 - Best Book for a PA (1st edition) With the world of work profoundly disrupted by artificial intelligence, machine learning and COVID-19, the role of the executive assistant is changed forever. Learn how to respond to these challenges and help create 'the better normal' while developing the leadership skills necessary to thrive in a senior administrative position. From bestselling author and expert Sue France, *The Definitive Executive Assistant & Managerial Handbook* is the ultimate guide to management in the context of an administrative role. Placing an emphasis on both personal leadership and practical skills, this new edition of the award-winning book teaches readers to manage a team, develop the emotional intelligence to understand their colleagues, negotiate effectively and confidently manage a project. Equipped with these tools, readers will be ready to steer their teams to organizational success in any situation. With new sections on best practice for managing remote workers and building a responsible relationship with new technologies, *The Definitive Executive & Managerial Handbook* is an indispensable guide for both ambitious PAs aiming for promotion and senior assistants who want to improve their skills.

Not "Just An Admin!" Peggy Vasquez 2014-07-08 This is a valuable handbook for anyone in the administrative or secretarial professions. It is rare for us to find information that can make a difference both in our professional careers and personal relationships in one easy-to-read book. Filled with thoughtful questions and answers, this book leads the readers on an exciting and well laid out journey to understanding what it takes to support their executive while rising to the top and reaching their career goals.

Two Hundred and One Knockout Answers to Tough Interview Questions Linda Matias 2010 Provides information on competency-based interviews, offers sample questions and answers, and includes fill-in-the-blank exercises.

The Motivated Job Search: 2nd Edition Brian E. Howard 2018-07-01 Book one in the Motivated Series by Brian E. Howard. If you're conducting a job search for a professional position or considering such a job search, you should read this book. Brian Howard provides a thorough, approachable guide to each of the components of a job search that will help you be the selected candidate. *The Motivated Job Search - Second Edition* This book provides the informational steps to conduct a job search, but more importantly strategic insight from someone who is actively engaged in front line recruiting. These strategic insights include: •using the "psychology of persuasion;" •understanding the mind and motivations of an employer; •maximizing the use of accomplishments/ •optimizing your LinkedIn profile; •and six unique tactics that will create differentiation from other job seekers.

Great Answers to Tough Interview Questions Martin John Yate 2008 This new edition of the best-selling job-hunting book of all time should be your essential companion if you are looking for a job. Dealing with the whole process, from creating an outstanding CV and answering the most dreaded interview questions to negotiating a salary, it is suitable for job-seekers at any stage of their career. *Great Answers to Tough Interview Questions* is full of examples of tough questions that interviewers like to throw at you, showing you how to answer them in a way that will advance your application and help you to secure your dream job.

Public Papers of the Presidents of the United States United States. President 1979 "Containing the public messages, speeches, and statements of the President", 1956-1992.

UPPCL Executive Assistant-General English Section eBook PDF Dr Chandresh Agrawal 2022-08-18 SGN.The eBook UPPCL Executive Assistant-General English Section Covers Study Material And Objective Questions With Answers.

Amazing Interview Answers Richard Blazeovich 2020-07-05 Job hunting? Or know someone who is? This book is perfect to help anyone gain an advantage during the toughest part of the process, the dreaded job interview. In *Amazing Interview Answers*, you'll find everything you need to successfully interview for the jobs you want. The author includes step-

by-step instructions for preparing for interviews. He also shares 88 examples of great answers to 44 of the most commonly asked questions. Plus, he includes tips for researching jobs as well as frameworks for preparing your interview answers. If you're the type of person who learns by example, this book is for you. It's full of questions that are typically asked during interviews along with examples of winning answers for each question. It also gives you insider tips for what you should and shouldn't say during interviews. What a rush it will be when you conclude job interviews knowing that you nailed them. If you follow the advice in this book, you should experience that feeling every time you walk out of an interview.

60 Seconds and You're Hired!: Revised Edition Robin Ryan 2016-01-05 Fully revised and updated—the must-have guide to acing the interview and landing the dream job, from “America’s top career expert” (The Los Angeles Times) *60 Seconds & You're Hired!* has already helped thousands of job seekers get their dream jobs by excelling in crucial interviews. America's top job search expert Robin Ryan draws on her 20 years as a career counselor, 30 years of direct hiring, and extensive contact with hundreds of recruiters, decisions makers, and HR professionals to teach you proven strategies to help you take charge of the interview process and get the job you want. Brief, compact, and packed with insightful direction to give you the cutting edge to slip past the competition, *60 Seconds & You're Hired!* is here to help you succeed! This newly revised edition features: • Unique techniques like "The 60 Second Sell" and "The 5-Point Agenda" • Over 125 answers to tough, tricky interview questions employers often ask • How to handle structured or behavioral interview questions • Questions you should always ask, and questions you should never ask • How to deal effectively with any salary questions to preserve your negotiating power • 20 interview pitfalls to avoid • Proven negotiation techniques that secure higher salaries - and much more! “Robin Ryan has the inside track on how to get hired.” —ABC News

Interview Questions and Answers Richard McMunn 2013-05

The Ideal Team Player Patrick M. Lencioni 2016-04-25 In his classic

book, *The Five Dysfunctions of a Team*, Patrick Lencioni laid out a groundbreaking approach for tackling the perilous group behaviors that destroy teamwork. Here he turns his focus to the individual, revealing the three indispensable virtues of an ideal team player. In *The Ideal Team Player*, Lencioni tells the story of Jeff Shanley, a leader desperate to save his uncle’s company by restoring its cultural commitment to teamwork. Jeff must crack the code on the virtues that real team players possess, and then build a culture of hiring and development around those virtues. Beyond the fable, Lencioni presents a practical framework and actionable tools for identifying, hiring, and developing ideal team players. Whether you’re a leader trying to create a culture around teamwork, a staffing professional looking to hire real team players, or a team player wanting to improve yourself, this book will prove to be as useful as it is compelling.

Tame Your Terrible Office Tyrant Lynn Taylor 2009-06-29 An indispensable guide to dealing with challenging, childish boss behavior and building a great career, with laugh- out-loud humor built in. Based on extensive interviews among workers, managers and psychologists, *Tame Your Terrible Office Tyrant™* draws hilarious but true parallels between toddlers and managers. When under stress, both often have trouble moderating their power, or lose the ability to think rationally. Traits in common include tantrum-throwing, demanding, stubborn, moody, fickle, self-centered, needy and whiny behavior. BADD (Boss Attention Deficit Disorder) is discussed as part of “Short Attention Spans.” There are 20 chapter traits in all, divided into “Bratty” and “Little Lost Lamb” categories, for easy reference, including real anecdotes and many useful tips. When bad bosses run amok in companies, nobody wins. This book shows readers how to build positive relationships with even the most out-of-control boss, and still thrive in your job. The key to success lies in dealing with a Terrible Office Tyrant (or TOTTM) much like a parent deals with a troublesome toddler. With true stories and time-tested solutions, this is the perfect guide managing a boss stuck in his Terrible Twos. Taylor takes you behind all the bossy blustering, so that you can focus on getting ahead - and achieve career

excellence. Savvy top management will also gain insight on what not to do with their team. They know that Terrible Office Tyrant (TOT) managers may not be in plain sight (they don't leave juice stains on the hallway carpet!) But they do wreak havoc on the bottom line. A special section helps senior management and Human Resource departments mitigate TOT behavior for a more productive workplace.

The New Rules of Work Alexandra Cavoulacos 2017 "In this definitive guide to the ever-changing modern workplace, Kathryn Minshew and Alexandra Cavoulacos, the co-founders of popular career website TheMuse.com, show how to play the game by the New Rules. The Muse is known for sharp, relevant, and get-to-the-point advice on how to figure out exactly what your values and your skills are and how they best play out in the marketplace. Now Kathryn and Alex have gathered all of that advice and more in The New Rules of Work. Through quick exercises and structured tips, the authors will guide you as you sort through your countless options; communicate who you are and why you are valuable; and stand out from the crowd. The New Rules of Work shows how to choose a perfect career path, land the best job, and wake up feeling excited to go to work every day-- whether you are starting out in your career, looking to move ahead, navigating a mid-career shift, or anywhere in between"--

Making It in Public Relations Leonard Mogel 2002-03 Making It in Public Relations is a comprehensive, realistic guide to everything one needs to know when pursuing a successful career in public relations. It is an introduction to public relations, written for students who want or need a definition of the profession to understand what they are moving into as a career. A thorough overview of the various roles and responsibilities involved in PR work, the different types of PR functions and activities, and its application in a variety of settings and scenarios are provided. In fulfilling the book's editorial role, author Leonard Mogel profiles the 10 largest public relations firms, life on the fast track at a small PR firm, how corporate communications is carried on at a large financial institution, and public relations for diverse organizations. It will be of interest to those studying public relations at the university level;

recent mass communication, journalism, and public relations graduates; interns in public relations firms; and employees in other fields contemplating a move to this profession.

Impromptu Judith Humphrey 2017-11-27 Be Prepared to Lead in the Moment: Assess, think, and respond on-the-spot Impromptu shows leaders how to think on their feet and respond eloquently in every situation. Never have there been so many opportunities to inspire and influence in everyday situations -- elevator chats, corridor conversations, networking gatherings, meetings, and ceremonial events. Indeed, today the most iconic leadership moments are spontaneous, spur-of-the-moment events that reveal the inner workings of the leader's mind. When these impromptu opportunities arise, leaders must be able to listen, think, and respond within seconds. They don't read a script from a page, they convey the narrative that is already in their mind. They can tailor a message—in a meeting, in the corridor, or in a tweet—to influence and inspire any audience. Those who shine in that moment are remembered for their leadership. Those who stumble are remembered for their gaffes, mixed messages, or insensitivity. Nobody remembers the leaders who retreat to their office, formulate a strategic plan, and distribute a memo the following week. Guided by her entrepreneurial success as founder of The Humphrey Group and her firm's work with tens of thousands of leaders over the past 30 years, Judith Humphrey makes clear the importance of preparing to be spontaneous -- as counterintuitive as that may sound! Drawing upon the best impromptu moments from the Greeks to the present, the book looks at every aspect of impromptu speaking. You will learn how to: Think like an impromptu leader Quickly read an audience of one or a thousand Collect your thoughts and craft a persuasive message 'Script' yourself within seconds for any occasion Avoid 'um's' and 'ah's' and use the right words at the right time Discover improv techniques that will enable you to shine Deliver your message with clarity, confidence, and conviction. The ability to speak on the spot is often seen as an innate gift, a talent of 'natural-born' leaders. The truth is, it's a skill that can be learned—a skill that is quickly becoming a must-have for anyone in a leadership position. Impromptu provides clear,

actionable guidance to help you reach your full leadership potential. It will enable you to influence and inspire followers on the many 'small stages' that define our daily lives.

Top Notch Executive Interviews Katharine Hansen 2009-10-01 In these turbulent times, the job-interview game is more different than ever for executives. They face a longer interview process, must demonstrate a vision to meet the prospective employer's challenges, and will undergo intense vetting before receiving a job offer. *Top Notch Executive Interviews* reveals what employers really want and expect to see in executive candidate interview behavior and content. The book's coverage of the executive interview difference, its case studies of senior-level managers in sticky interview situations, and its broad collection of hiring decision-maker interview peeves and preferences make it the must-have companion volume to *Top Notch Executive Resumes*. This vital book includes an insightful examination of critical differences that distinguish executive-level interviews from all others, along with extensive information on leveraging relationships with recruiters, plentiful sample interview questions and suggested responses, and a comprehensive list of sample questions to ask the interviewer. Special additional features include: — Detailed tips on how to land an interview and conduct pre-interview research. — The importance of nonverbal behavior and attire. — A thorough guide to interview formats. — An interviewing checklist. — A chapter on tricky interview situations. — A directory of executive-interview coaches. — And post-interview chapters covering thank-yous, follow-ups, references, vetting, background checks, plus negotiating and weighing job offers.

Smart Answers to Tricky Interview Questions Rob Yeung 2015-07-02 This is a book for job seekers that covers just about every interview scenario that they might have to deal with and includes over 200 examples of just about every question they may be asked, with examples of appropriate answers. Provides inside information from an author who is frequently asked by organisations to interview candidates, design assessment centres, and train interviewers. He writes the questions for interviewers to ask - and tells them the answers they should listen out

for. This new edition includes a new chapter on building rapport and making a confident impact.

Haldane's Best Answers to Tough Interview Questions Bernard Haldane Associates 2000 This book examines the nuts-and-bolts of interviewing for job seekers. Unlike other books that focus solely on the job interview, *Haldane's Best Answers to Tough Interview Questions* focuses on the dynamics of two critical interviews in the job search, referral interviews and job interviews.

English for Business Studies Teacher's Book Ian Mackenzie 2010-04 A reading, speaking, listening and writing course for learners with at least an upper-intermediate level of English who need to understand and express the key concepts of business and economics.

Reports and Documents United States. Congress 1965

Job Interviews For Dummies Joyce Lain Kennedy 2000-04-25 Appearance. Performance skills. Confidence. All are winning - and attainable - traits that will help you land the job you want. You can acquire these skills by perusing *Job Interviews For Dummies*. This revised edition incorporates a multitude of updates and covers all the bases in getting employers to say, You're the one! Written for all job seekers - new entrants, midlevel people, very experienced individuals, and technical and non-technical job seekers - *Job Interviews For Dummies* is packed with the building blocks of show-stopping interviews. These range from strategies and techniques to sample dialogue and research tips. Interviewing for a job is kind of like a stage performance, and if you want metaphorical standing ovations, then follow the guidelines offered in these pages. In this book, you'll explore the basics of interviewing, from how to dress to how to answer all sorts of questions - questions about you, your interest in the company, your experience, your education and training, your skills, your age, and questions they shouldn't ask but sometimes do anyway. You'll also uncover information about Practicing for your interview, and why it's so important Recognizing the mind games of job testing Wooing reviewers who give you references Identifying various interviewing scenarios you should expect Answering questions to sell yourself. Understanding the new

interviewing technology, such as telephone interviews and video transmissions. On the stress scale, interviewing for a job ranks with making speeches before a vegetable-throwing crowd. Stress is such a big issue that some interviewees take tranquilizers or beta blockers to reduce it. A better way exists: Master the job-interviewing process. Get the winning ways down pat, and you'll have a special kind of insurance the rest of your working days. This guide can help.

Why You? James Reed 2015-01-01 ****Revised and updated for 2017 with ten extra tech questions.**** Learn the secrets to excelling at interview, direct from top interviewers and recruiters, in *Why You?* by James Reed, chairman of recruitment specialists REED. You can't prepare an answer for every interview question. So, of the thousands of questions they might ask, which ones will they ask? After extensive research among hundreds of interviewers and thousands of interviewees, finally here's the book that will give you the answer. *Why You?* is based on direct input from top interviewers in REED's unrivalled recruitment network. It offers

powerful preparation techniques, the lowdown on how to answer the most common questions and - above all - how to adopt a winning mindset at interview, one that will help you succeed on the day. From classic questions like 'tell me about yourself' and 'what are your greatest weaknesses?' to puzzlers like 'sell me this pen' and 'how many traffic lights are there in London?', James Reed reveals what interviewers are really asking. James Reed is the Chairman of REED, the recruitment specialists. He first joined the company in 1992 after graduating from Harvard Business School; since then REED has more than quadrupled in size and reed.co.uk has become the number one job site in the UK and Europe. REED now receives more than 46 million job applications a year and has delivered over 100 programmes helping more than 140,000 long-term unemployed people back into work. James is co-author of *Put Your Mindset to Work*, winner of the 'Commuter's Read' prize at the CMI Management Book Awards 2012. He is also a Fellow of the Chartered Institute of Personnel and Development (CIPD).