



# Private Notes of a Headhunter: Proven Job Search and Interviewing Techniques for College Students and Recent Grads

By Kenneth A Heinzel

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## Private Notes of a Headhunter: Proven Job Search and Interviewing Techniques for College Students and Recent Grads By Kenneth A Heinzel

College students and recent grads: Want to nail the interview and get the job of your dreams? Read on. What you will learn in **Private Notes of a Headhunter** is as important as any course you've taken or will ever take: insider tips, tools and techniques tailored expressly to your needs ... information that will help give you an edge in one of the most challenging job search environments in many years.

- Explore the foremost fears college students have about job interviewing, and learn how to overcome them (read the questions and concerns of your peers in their own words in the **Student Question Forum** section).
- Learn what employers most want in a job seeker and how to convince them you have it.
- Learn how to avoid the most common mistakes candidates make in the job interview.
- Get a look inside the job interviewer's head: what turns them on, what turns them off, and what you can do about it (check out the **Job Fair Survey** section to read what actual interviewers and company recruiters have to say).
- Develop a personal action plan for successful job interviews that fits you and the job you want.
- Increase your chances of beating your competition by using proven interviewing techniques unknown to most job seekers.

“Ken Heinzel provides an excellent look at many of the most important aspects of the job search, from the very basics to using sophisticated skills to advance one's career. I wish I had this book years back, as it would have been a great resource when I was a job developer, placement manager, workforce planning and recruitment manager, and of course as a job seeker. Considering the current job search situation today, this will be a bible for many.”

– Frank Tastevin, Manager of Workforce Planning & Recruitment, University of California at San Francisco (retired)

“What Ken Heinzel offers, and what I have not found in any other book, is a demystification and deconstruction of the job interview seen from the vantage

point of an executive recruiter who was also a college professor. It provides a wealth of information on just what to do to get and succeed in the interview as well as the biggest mistakes students tend to make in interviewing and how to avoid them. What really brings the book alive are Ken's real-life examples, most drawn from his own extensive experience. For the first-time job seeker it deals with the pitfalls, fears, and self-doubts, while sharing advice on just what they must do in order to overcome any obstacles."

— Robert H. Girling, Ph.D., Professor in the School of Business and Economics at Sonoma State University. His latest book is **The Good Company** (Hill Press, 2012).

"A very practical, hands-on guide to help you land a job that matches your interests and strengths. A must-read for recent college grads and those finding themselves back in the marketplace after being with one employer for a long time. **Private Notes of a Headhunter** is an easy read and packed with a lot of great information. I value the direct, no bull approach to the subject, the real-life examples and wealth of experience Ken Heinzel provides ... Very impressive!"  
— Clyde Stutts, Ph.D, Executive Vice President, DHR International Executive Recruiters



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### **Editorial Review**

#### **About the Author**

Ken Heinzel's unique student-centered approach to the job search process and interviewing is the culmination of 33 years of experience as a professional headhunter, business executive, and university instructor. The strategies and exercises he has developed and honed over the years have been successfully implemented by students and job-seekers just like you. These techniques work because they are based on real people, real experiences. And they will work for you in making the all-important transition from college student to career professional.

### **Users Review**

#### **From reader reviews:**

##### **Janice Nolan:**

In this 21st century, people become competitive in every way. By being competitive at this point, people have to do something to make all of them survive, being in the middle of typically the crowded place and notice by simply surrounding. One thing that at times many people have underestimated this for a while is reading. Yep, by reading a e-book your ability to survive boost then having chance to remain than other is high. To suit your needs who want to start reading a new book, we give you this kind of Private Notes of a Headhunter: Proven Job Search and Interviewing Techniques for College Students and Recent Grads book as nice and daily reading guide. Why, because this book is greater than just a book.

##### **Dorothy Delarosa:**

The ability that you get from Private Notes of a Headhunter: Proven Job Search and Interviewing Techniques for College Students and Recent Grads is a more deep you looking the information that hide inside words the more you get serious about reading it. It does not mean that this book is hard to comprehend but Private Notes of a Headhunter: Proven Job Search and Interviewing Techniques for College Students and Recent Grads giving you enjoyment feeling of reading. The article author conveys their point in specific way that can be understood by means of anyone who read the item because the author of this book is well-known enough. This particular book also makes your own vocabulary increase well. So it is easy to understand then can go with you, both in printed or e-book style are available. We suggest you for having this particular Private Notes of a Headhunter: Proven Job Search and Interviewing Techniques for College Students and Recent Grads instantly.

##### **Donald Lester:**

This Private Notes of a Headhunter: Proven Job Search and Interviewing Techniques for College Students and Recent Grads is great book for you because the content that is full of information for you who all always deal with world and get to make decision every minute. This specific book reveal it information accurately using great plan word or we can say no rambling sentences within it. So if you are read the idea hurriedly

you can have whole data in it. Doesn't mean it only will give you straight forward sentences but tricky core information with attractive delivering sentences. Having Private Notes of a Headhunter: Proven Job Search and Interviewing Techniques for College Students and Recent Grads in your hand like finding the world in your arm, facts in it is not ridiculous a single. We can say that no book that offer you world within ten or fifteen minute right but this book already do that. So , this is certainly good reading book. Hey there Mr. and Mrs. occupied do you still doubt which?

**Steve Domingo:**

In this age globalization it is important to someone to get information. The information will make a professional understand the condition of the world. The fitness of the world makes the information quicker to share. You can find a lot of sources to get information example: internet, magazine, book, and soon. You will observe that now, a lot of publisher that print many kinds of book. Often the book that recommended to you personally is Private Notes of a Headhunter: Proven Job Search and Interviewing Techniques for College Students and Recent Grads this reserve consist a lot of the information in the condition of this world now. This particular book was represented how can the world has grown up. The vocabulary styles that writer make usage of to explain it is easy to understand. Often the writer made some research when he makes this book. That's why this book suited all of you.

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