

# Secrets of a Hiring Manager Turned Career Coach

BY LISA QUAST

★★★★★

*IR Verdict:* For readers looking for work in a stressful economy, SECRETS OF A HIRING MANAGER TURNED CAREER COACH will provide an invaluable resource, full of useful information and guidance from someone with substantial experience in all aspects of the hiring process.

📖 Book Reviews, IR Approved, IRDA Winners, Nonfiction, Self-Help • 🕒 Jun 17, 2015



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A former hiring manager offers advice to job seekers on everything from resume design to how to follow up after an interview.

Lisa Quast has worked as a hiring manager, a trainer of human resources personnel, and a career coach for many years. In her career, she has learned a great deal about what hiring managers look for

"Her experience as a hiring manager allows her to provide detailed information on what hiring managers are looking for with respect to everything from proper dress to carefully tailored resumes to thoughtful answers to common interview questions."

in candidates, and how jobseekers can identify the jobs best suited for them, make themselves stand out from other applicants, and ace their interviews—and then graciously leave their current job and get started on their new opportunity. In this book, she takes that experience and turns it into a useful resource for everyone from new college students entering the marketplace for the first time to parents reentering the workforce after taking time off to care for children to those who simply want to make a career change or find a better opportunity.

Her chapters are well-structured and thoughtfully set up for easy reference. She uses bullet points, end-of-chapter takeaways, organized chapter headings, and lists of questions in order to make her points clear, easily accessible, and concise. She recognizes that job hunters are often doubly busy keeping up with family life and current jobs in addition to all the work that job-seeking involves, so she offers how-to instructions and suggestions that can help even the most disorganized seeker create a well-thought-out plan of action. Her experience as a hiring manager allows her to provide detailed information on what hiring managers are looking for with respect to everything from proper dress to carefully tailored resumes to thoughtful answers to common interview

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questions. She covers all the bases, too, even touching on small, but surprisingly important, tips like “have something to drink nearby” during a phone interview to prevent a dry throat, or to “match the interviewer’s pace” when answering questions during an in-person interview. Appendices with resources, templates, and suggested questions round out the book, offering a structured framework to make customizing one’s own job search a far easier task. The book is aimed primarily at women, but contains plenty of useful information for both sexes, and will work well for a variety of career fields, not simply executive business positions.

For readers looking for work in a stressful economy, *SECRETS OF A HIRING MANAGER TURNED CAREER COACH* will provide an invaluable resource, full of useful information and guidance from someone with substantial experience in all aspects of the hiring process.

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