

Confessions of a Hiring Manager: Sage Advice for Fearless Job Seekers and Career Changers in a Confused Economy

Author: J.T. Kirk

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- Author blog and podcasts
- Book page at publisher's website
- PR campaign
- Free resume evaluation for returning Iraq and Afghanistan Armed Forces veterans
- Follow-up project *50 Things You Can Do NOW to Help Keep Your Job:* in development
- Speaking engagements with associations and organizations

FULFILLMENT/DISTRIBUTION: Publisher and author; Amazon.com; Lightning Source (Ingram); CreateSpace; Barnes & Noble.

BOOK SYNOPSIS: *Confessions of a Hiring Manager* is not just another book on getting a job: the market already is flooded with such books by business writers, résumé writers, and career coaches with advice on how to write an attention-grabbing cover letter and résumé, or how to “ace” the interview.

The problem is that those people are not responsible for hiring anyone: the **hiring manager** is. The hiring manager's perspective offers valuable insight into corporate hiring practices and advice on how to address an organization's needs. A résumé writer or career coach can't do that.

Veteran hiring manager J.T. Kirk provides insight into those qualities hiring managers need and want in addition to the requisite skills, experience, and knowledge prospective candidates offer. Kirk shows job seekers and career changers—including military veterans returning to the civilian workforce—how to package their work history into a Professional Skills, Knowledge, and Experience Portfolio (PSKE Portfolio™) that separates the value-add candidate from all other applicants. In addition, he shares strategies for negotiating the best possible compensation package without leaving money on the table.

Confessions of a Hiring Manager offers a view from the other side of the desk that reveals the perspectives, presuppositions, and expectations hiring managers have of people looking for a job or a new career.

While résumé writers and career coaches may give you fish to feed you for a day, *Confessions of a Hiring Manager* teaches you how to fish so you can feed yourself for a lifetime.

AUTHOR BIO: J.T. Kirk has worked as a hiring manager in both technical and marketing capacities for the energy industry, government research arena, and high-tech sector. Besides providing personal assistance to individuals changing jobs and careers, Kirk authors books on job and career strategies.

PREVIOUS TITLES BY AUTHOR: None

Overview of Contents: It's never been more difficult to find a job or change careers than it is now. In the worst economic climate since the Great Depression, the competition for available jobs is fierce (there are 6 people for every available open position), and a time-consuming process that can deflate the best attitudes.

Former hiring manager J.T. Kirk offers hard-hitting, focused, and tried-and-true advice for job seekers and career changers that will improve the odds for getting an interview, negotiating the best compensation package, and getting hired today. Find out what hiring managers want in a job candidate and learn how to adjust your approach to become the candidate of choice.

In *Confessions of a Hiring Manager*, readers will learn how to:

- Plan a job-search strategy that confidently and assertively fulfills the needs of others first instead of the desperate, ill-thought-out attempt to try to fill yours
- Design your own Professional Skills, Knowledge and Experience (PSKE) Portfolio™ to promote your assets to potential employers
- Get an interview based on your cover letter alone
- Grab the attention of a résumé screener or hiring manager within the first 10 seconds of reading a cover letter
- Avoid entries on your resume that squash any hope of being called in for an interview
- Craft an interview-demanding reverse chronological résumé if you want to remain in the same field but want to/need to change employers
- Craft an interview-demanding functional résumé if you want to move out of one field and into another or if you are a recent college graduate or have been out of the workforce for some time
- Create more than one version of your skill set on your résumé
- Show returning veterans how to translate military job skills into functional areas of expertise in demand in the civilian job market
- Leave potential employers with the most favorable impression of all candidates after your interview
- Continue to sell yourself long after the interview
- Negotiate the highest possible compensation package without fear

Confessions of a Hiring Manager is the **ONLY BOOK AVAILABLE** that offers FREE assessments for cover letters, résumés, job interview strategies, salary negotiation strategies, and military expertise-to-civilian expertise.

Confessions of a Hiring Manager is the **ONLY BOOK AVAILABLE** that offers special job search advice for returning U.S. Armed Forces veterans from the hiring manager's perspective.

Confessions of a Hiring Manager is the **ONLY BOOK AVAILABLE** that shows job seekers and career changers how to control the job interview from the hiring manager's perspective.

Confessions of a Hiring Manager is the **ONLY BOOK AVAILABLE** that shows job seekers and career changers how to negotiate the best possible compensation package from the hiring manager's perspective.