

## Recommended Resource List: Recruiting, Hiring, and Retaining Employees

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### Books

Anderson, Dave. **TKO Hiring: Ten Knockout Strategies for Recruiting, Interviewing, and Hiring Great People.** Hoboken, NJ: John Wiley & Sons, 2008. Call number: [658.311 Ande](#)

Branham, Leigh. **The 7 Hidden Reasons Employees Leave: How to Recognize the Subtle Signs and Act Before It's Too Late.** New York: AMACOM, 2005. Call number: [658.314 Bran](#)

Chapman, Gary D. **The 5 Languages of Appreciation in the Workplace: Empowering Organizations by Encouraging People.** Chicago: Northfield Pub., 2011. Call number: [658.314 Chap](#)

Falcone, Paul. **96 Great Interview Questions to Ask Before You Hire.** 2<sup>nd</sup> ed. New York: AMACOM/American Management Association, 2009. Call number: [658.31124 Falc](#)

King, Emily. **Field Tested: Recruiting, Managing, and Retaining Veterans (ebook)**. New York : AMACOM, 2011. [Download from Kentucky Libraries Unbound](#)

Loehr, Anne. **Managing the Unmanageable: How to Motivate Even the Most Unruly Employee**. Pompton Plains, NJ: Career Press, 2011. Call number: [658.3045 Loeh](#)

McDermott, Joe. **Interview Excellence: 12 Step Program to Job Interview Success**. London, [England]: Anson Reed, 2006. Call number: [658.31124 McDe](#)

McGovern, Julia. **The Happy Employee: 101 Ways for Managers to Attract, Retain, & Inspire the Best and Brightest**. Avon, MA: Adams Business, 2008. Call number: [658.314 McGo](#)

Nelson, Bob. **1501 Ways to Reward Employees**. New York: Workman Publishing, 2012. Call number: [Download from Kentucky Libraries Unbound](#)

**Perfectly Able: How to Attract and Hire Talented People with Disabilities**. New York: AMACOM, 2011. Call number: [658.311087 Perf](#)

Podmoroff, Dianna. **501+ Great Interview Questions for Employers and the Best Answers for Prospective Employees**. Ocala, FL: Atlantic Pub. Group, 2005. Call number: [650.144 Podm](#)

Pritchard, Christopher W. **101 Strategies for Recruiting Success: Where, When, and How to Find the Right People Every Time**. New York: AMACOM, 2007. Call number: [658.311 Prit](#)

Shwiff, Kathy. **Hiring People: Recruit and Keep the Brightest Stars**. New York: Collins, 2007. Call number: [658.311 Shwi](#)

Stone, Florence M. **Coaching, Counseling & Mentoring: How to Vhoose & Use the Right Technique to Boost Employee Performance**. 2<sup>nd</sup> ed. New York: AMACOM, 2007. Call number: [658.3124 Ston](#)

Wendover, Robert. **Smart Hiring at the Next Level: the Complete Guide to Finding and Hiring the Best Employees**. Naperville, IL: Sourcebooks, 2006. Call number: [658.3112 Wend](#)

Yate, Martin. **Hiring the Best: a Manager's Fuide to Effective Interviewing and Recruiting**. 5<sup>th</sup> ed. Avon, MA: Adams Media, 2006. Call number: [658.311 Yate](#)

## Videos/DVDs

**Fish! for Leaders! Make Their Day**. 7 min. Charthouse Learning, 2010. DVD. Call number: [VC DV 658.4 Fish4](#)

**Hire for Attitude.** 20 min. Video Visions, 2000. DVD. Call number: VC DV 658.311 Hire

## **Websites**

**<http://managementhelp.org/staffing/screening.htm>**

**How to Screen Job Candidates (Interviewing, Background Checks)** offers information relating to screening job applicants.