1 The book

Book Title: *The Five-Minute Interview: A Job Hunter's Guide to a Successful Interview, Third Edition*
Authors: Richard H. Beatty
Publisher: John Wiley & Sons, Inc.
List Price: US$29.95
Format: Paperback, Kindle; 266 pages
Publication Date: 23-09-2002
ISBN: 047125083X
Reviewer: Heather Fawn Lowry
Review Date: 15 August 2013

2 Review

I wasn’t sure what to think when I picked up this book as I’ve been disillusioned by a lot of self-help books that I’ve read in the past, but since I know friends that are interviewing, both with experience in the field they are interested in continuing and without, I figured it wouldn’t hurt to pick up the book. I was also hoping that I might be able to pick up some pointers to perform more effective interviews on prospective job candidates as well. Surprisingly, this book did not disappoint.

The early chapters are mainly for people who have little to no experience with interviewing or who have been in one position for a while and are a bit out of practice. These chapters discuss the types of interviews and interview job candidates may find themselves in when applying for a new position and provided a brief overview on what to expect.

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1 This book review was submitted by the Project Management Institute Information Systems Community of Practice (PMI IS CoP), republished here based on a cooperative program with the PM World Journal established in March 2013. For information about the PMI IS CoP, go to [http://is.vc.pmi.org/](http://is.vc.pmi.org/), @ISCoPPMI, #iscopbookclub
I found The Personal Inventory Chapter valuable because I am one of those people that work hard and can write so that my resume reflects what I have demonstrated I can do. Unfortunately, I tend to be shy when it comes to trying to describe myself, I get nervous and try to overthink questions. Ms. Beatty runs through the basic information you will need at your fingertips as you go into the interview to allow for instant recall of information you will likely be asked or should have within your resume. He also talks about ways an individual can demonstrate that he or she can add value to a prospective employer’s organization through a positive attitude and highlighting accomplishments in previous positions by having you pre-define your values, strengths, weaknesses, significant accomplishments, and why you think you deserve the position. By running through his questions as I reviewed the book, I was able to think about these questions prior to the actual interview and it helped me to relax and organize my thoughts.

Mr. Beatty also included a chapter outlines some common questions that you should be prepared to answer going into an interview as well as basic interview strategies – for both the interviewer and the interviewee to include previous work experience, education, management effectiveness, personal effectiveness, and questions about the company and position for which you are applying.

The main areas of focus of this book are the “The Five Minute Concept” and “The Five Minute Interview” chapters. These chapters are strategies and techniques that Mr. Beatty has applied time and time again with potential job seekers and states that the results often result in a high number of job offers and provides the job seeker in securing strategic information about the employer early in the interview process that can be used to better understand the strategic goals and objectives of the organization and values. Mr. Beatty then goes on to identify ways this information could be of value to the job seeker by having him or her discuss performance voids and how improvements in these areas could be used as a benefit to the company.

One major-trend that this book discusses is the move toward competency-based interviews for candidate selection. Competencies, by definition, are the knowledge, skills, characteristics, and behaviors essential to successful performance of a given job. Mr. Beatty identifies and discusses two main categories of competencies – technical and behavioral. Technical competencies are the skills essential to job success. Behavioral competencies are the soft skills such as personal traits, characteristics, and behaviors that are required for successful job performance. This chapter provides a model to help identify questions to help identify the job’s value proposition.

Most of us have experienced interview disasters sometime in our life, where what we thought our behavior as positive ends up being completely wrong for the position or company for which you’ve applied. Mr. Beatty helps us to avoid the interview disaster by helping the job seeker to handle negative information and try to shift the perception paradigm so that attributes that may be seen as negative in one organization (such as a
mature, well-established business) may be seen in a positive light in another (small, start-up business) while helping the job seeker to find his or her organizational compatibility. He also provides a chapter with a large amount of questions that you should ask before you accept or turn-down an offer from the company – to include health and status of the company/project, the department/function of the position and its responsibilities, the position itself, performance evaluation frequency/criteria, advancement opportunities, compensation, and benefits (to include possible moving expenses).

I would recommend this book to anyone getting ready to interview, especially if it has been a while since you last interviewed for your position. After reading through this book and reviewing the Interview Tips (Do's and Don'ts) to remind me of standard mannerisms and behaviors that should be followed, I feel better prepared for my next interview – or better prepared for the next interview that I have to perform.

### 3 Score of the book

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<td>2002</td>
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<td>266</td>
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Subject of the document: HR related topics

Type of source: Known Publisher

Has direct practical use: x

Easy to Read: x

Has a lot of case studies: x

Written by a community member: 

To the point: 

.pdf free available: 

Sponsored: 

2,80 /5

3 /5 Personal score

5,80 /10 Total score for the book
5 The Reviewer

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Editor’s note: This book review was the result of cooperation between PM World and the Project Management Institute (PMI) Information Systems (IS) Community of Practice (CoP) (PMI IS CoP – http://is.vc.pmi.org/). The PMI IS CoP has established a members-based project management book club as a service to members who can receive PDUs for PMP recertification for authoring the reviews. Each book is reviewed and scored according to established criteria. The top scoring book reviews will be published in the PM World Journal. If you are a PMI member and in the IS, IT or other technology-related field, consider joining the PMI IS CoP and participating in this unique book review program. Information at http://is.vc.pmi.org/ or @ISCoPPMI, #iscobookclub.