

IPA LENDING LIBRARY LIST

BOOKS

Americans with Disabilities Act – By U.S. Equal Employment Opportunity Commission

The EEOC is issuing this Technical Assistance Manual as part of an active technical assistance program to help employers, other covered entities, and persons with disabilities learn about their obligations and rights under the employment provisions of the Americans with Disabilities Act (Title I of the ADA).

The Dilbert Principle – By Scott Adams (creator of Dilbert)

A cubicle's-eye view of bosses, meetings, management fads and other workplace afflictions.

Daterviewing – By Greg Churchman

Exposing the biases that influence hiring decisions.

Career Development Reports (*series of booklets*) – By Bill Radin

Candidate training in your office.

Employment Agency Law – By A. Bernard Fretchman

A guide book for the legal aspects of operating an employment agency.

Quality is Free – By Philip B. Crosby

How to manage quality so that it becomes a source of business profit.

The Recruiters Almanac – By Bill Radin

Book containing scripts, rebuttals and closes. Hundreds of proven techniques for Assertive Marketing, Job Order Control, Effective Fee Negotiation, Powerful Direct Recruiting, Interview Prep and Debriefing, and Deal Closing Mastery.

Re-Entry: Turning Military Experience into Civilian Success – By Keith O. Nyman

Book containing practical tips for successful job hunting, resumes that get you "inside", interviews that work for you, job hunting alternatives that suit you best.

Selecting Business Partners for Success – By Keith O. Nyman

This book covers everything you should consider in qualifying others and yourself as a potential business partner.

The 7 Habits of Highly Effective People – By Stephen R. Covey

The "WIN-WIN" Book – By Garo Yepremian and Anthony Rubbo

'Winning' in Your Sport and Winning the Game of Life--NFL All-Pro Garo Yepremian's guidelines for success.

Rites of Passage – By John Lucht

Your insider's lifetime guide to executive job-changing and faster career progress in the 21st century.

In Business As In Life – You Don't Get What You Deserve, You Get What You Negotiate

– By Chester L. Karrass

The Negotiating Game (How to Get What You Want) – By Chester L. Karrass

Taking the High Road – By Frank Bucano
How to succeed ethically when others bend the rules.

The Recruiter's Adventure Book! – By Scott Love
Your mental map to finding buried treasure in the World of Recruiting.

Attitude 101 – By John C. Maxwell
What every leader needs to know.

Professional Strategy in a New York Minute – By Dr. Stacie L.L. Morgan
When you want to get the right respect, the right promotion, the right job, and the right pay.

The Fred Factor – By Mark Sanborn
How passion in your work and life can turn the ordinary into the extraordinary.

18 Karate Training (*set of 6 books*) – By Barbara Bruno, CPC

- Increase Your W-2
- Recruiter with the Candidate "Wins"
- Clients You Select Will Make or Break Your Future
- Getting to the Next Level of Production
- Attract, Hire, Train and Retain Eagles
- Master the Balancing Act of the Working Manager.

AUDIO CASSETTE TAPES

It's Good to be King (*set of 2 cassette tapes*) – By Danny Cahill
Tackles the assumption that the company is your only client! Candidates drive the market! Candidates rule! And "It's Good to be King".

Life is Too Short for Slumps (*set of 3 cassette tapes*) – By Danny Cahill

Successful Search and Placement (*set of 9 cassettes*) – By Larry Nobles
A comprehensive training series with instructions covering the placement cycle.

Recruitment and Placement Training Manual – By Anthony J. Bruno

VIDEO TAPES

The Common Traits of the Big Biller (*set of 4 videos—vol. 2 missing*)
By Gene Rice and Jeff Cohen

30 Steps in the Placement Process (*series of 8 videos*) – By Anthony R. Byrne

These videos teach state-of-the-art techniques for increasing recruiter production and 30 steps in the placement process to achieve success.

- The Four Building Blocks of Good Recruiting and an Overview of the 30 Steps in the Placement Process.
- Job Order
- Recruiting Part 1
- Recruiting Part 2
- Presenting the Candidate – 1st Interview Prep and Debrief
- Checking References, 2nd Interview Prep and Debrief
- Closing and the Resignation
- Deal Breakers

The Art of Competitive Prep – Featuring Peter Leffkowitz

World Class Marketing – Featuring Peter Leffkowitz

<i>DVDs</i>

Hire the Best and Place the Rest – By Doug Beabout

21 Ways to Increase Your Billings (*6 DVD set over 7 hours*) – By Joe Pelayo

How a high school drop-out became one of the top recruiters in the country.

Big Biller the Audiobook – By Bill Vick and Des Walsh

Listen to what makes Big Billers tick. Learn the secrets of their success.

Live and unedited, the original recordings of Bill Vick's interviews with legends of the recruiting world, the Big Billers, and other industry leaders.