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Psychometric Tests

[Kogan Page Limited](#) **Psychometric Tests Volume 1** provides essential practice for any job applicant who has to face a selection test.

Founding Sales

The Early Stage Go-to-Market Handbook

This book is specifically targeted for founders who find themselves at the point where they need to transition into a selling role. Specifically founders who are leading organizations that have a B2B, direct sales model that involves sales professionals engaging in verbal, commercial conversations with buyers. Moreover, many examples in this book will be targeted specifically to the realm of B2B SAAS software, and specifically as regards new, potentially innovative or disruptive offerings that are being brought to market for the first time. In short, direct sales of the sort a B2B SAAS software startup would engage in. With that said, if you are looking to be a first time salesperson, transitioning in from another type of role, or fresh out of school, in an organization that meets those characteristics above, you will get value out of this book. Similarly, if you are a first time sales manager, either of the founder type, or a sales individual contributor who is transitioning into that role, again, in an organization who meets the criteria above, you will also get value from this book.

Are You Smart Enough to Work at Google?

Trick Questions, Zen-like Riddles, Insanely Difficult Puzzles, and Other Devious Interviewing Techniques You Need to Know to Get a Job Anywhere in the New Economy

[Little, Brown Spark](#) **Are you Smart Enough to Work at Google?** guides readers through the surprising solutions to dozens of the most challenging interview questions. Learn the importance of creative thinking, how to get a leg up on the competition, what your Facebook page says about you, and much more. You are shrunk to the height of a nickel and thrown in a blender. The blades start moving in 60 seconds. What do you do? If you want to work at Google, or any of America's best companies, you need to have an answer to this and other puzzling questions. **Are you Smart Enough to Work at Google?** is a must read for anyone who wants to succeed in today's job market.

Ask the Headhunter

Reinventing the Interview to Win the Job

[Plume Books](#) Offers professionals advice on how to showcase their skills, and lists the four essential questions jobseekers should be able to answer to get any job

Marketing In the Trenches: 25 Real - World Marketing Tips to Achieve Dramatic Business Growth

[Lulu Press, Inc](#) **Marketing in the Trenches** is written for business owners hungry to achieve their firm's growth potential. This book is not an academic exercise. Rather, it is a collection of real-world examples of the problems that today's business owners face, along with examples of actionable business solutions that can be implemented. The tips from the trenches contain actual cases, tangible statistics, and specific takeaways that can be implemented right away. Quite simply, the growth of your company can no longer rely on a single department or on traditional tactics to carry such a heavy burden. This is the perspective from which this book is written, so you can expect to learn far more than how to deploy email campaigns, write taglines, or perform traditional tactics. We'll leave that to all of the other marketing books.

How to Master Psychometric Tests

Expert Advice on Test Preparation with Practice Questions from Leading Test Providers

[Kogan Page Publishers](#) Psychometric tests are used by the majority of medium to large-sized organizations to assess the abilities of clerical, technical, graduate and executive job candidates. There is also an increasing trend for universities to use them as part of their admissions procedure. This best-selling guide provides the perfect introduction to tests and test making. Now with more practice questions, it covers ability tests and personality questionnaires, giving you a detailed insight into the world of psychometrics. It will help you to understand the main types of test, increase your test making confidence, develop strategies and explore your work-style and personality. With guidance on testing on the internet and practice graduate and university admissions tests, as well as a leadership-style questionnaire, it is an essential read for those who want to stand out from other applicants.

A PREPARATION GUIDE FOR THE ASSESSMENT CENTER METHOD

(2nd Ed.)

[Charles C Thomas Publisher](#) This updated and expanded edition continues to provide the concepts and methods that have helped officers of all ranks be successful in local, county, state, and federal law enforcement promotional processes. The book's unique perspective provides insights not found elsewhere and presents them in an informative, entertaining, and encouraging way. Every section-from the history of the process to thought-structuring aids that are easy to remember and use-contains principles, concepts, and practical application guidelines that will increase assessment scores and improve job effectiveness after promotion. New chapters to this edition include Video in Your Assessment Center, Putting the Process All Together, Command-Level and Executive Assessment Centers, and A Close-up Look at Role-Play. The text is extensively researched, contains real-life testing scenarios, and is based on established supervisory and managerial concepts, plus valid testing and performance techniques.

Information Governance Principles and Practices for a Big Data Landscape

IBM Redbooks This IBM® Redbooks® publication describes how the IBM Big Data Platform provides the integrated capabilities that are required for the adoption of Information Governance in the big data landscape. As organizations embark on new use cases, such as Big Data Exploration, an enhanced 360 view of customers, or Data Warehouse modernization, and absorb ever growing volumes and variety of data with accelerating velocity, the principles and practices of Information Governance become ever more critical to ensure trust in data and help organizations overcome the inherent risks and achieve the wanted value. The introduction of big data changes the information landscape. Data arrives faster than humans can react to it, and issues can quickly escalate into significant events. The variety of data now poses new privacy and security risks. The high volume of information in all places makes it harder to find where these issues, risks, and even useful information to drive new value and revenue are. Information Governance provides an organization with a framework that can align their wanted outcomes with their strategic management principles, the people who can implement those principles, and the architecture and platform that are needed to support the big data use cases. The IBM Big Data Platform, coupled with a framework for Information Governance, provides an approach to build, manage, and gain significant value from the big data landscape.

Hire by Design

A Hiring Blueprint with Design Thinking

Hire By Design describes design thinking and explains the different ways you can utilize design thinking in talent acquisition. The book covers the different pieces of the talent acquisition strategy and then provides examples of how to use design thinking in each piece. Templates are provided which will enable the readers to implement design thinking into their business and hiring practices. Jodi Brandstetter is passionate about talent acquisition and uses design thinking in creating selection and hiring processes focused on people and business. She has 20 years of talent acquisition experience and is certified through IDEO U in design thinking. Jodi is the CEO and founder of Lean Effective Talent Strategies which includes The Hiring Blueprint, talent acquisition consulting firm and Talent Acquisition Evolution, a community for recruiting professionals to connect, learn, and work together. Jodi lives outside of Cincinnati, OH with her husband and daughter.

The Power of People

How Successful Organizations Use Workforce Analytics To Improve Business Performance

FT Press Learn from Today's Most Successful Workforce Analytics Leaders Transforming the immense potential of workforce analytics into reality isn't easy. Pioneering practitioners have learned crucial lessons that can help you succeed. The Power of People shares their journeys—and their indispensable insights. Drawing on incisive case studies and vignettes, three experts help you bring purpose and clarity to any workforce analytics project, with robust research design and analysis to get reliable insights. They reveal where to start, where to find stakeholder support, and how to earn "quick wins" to build upon. You'll learn how to sustain success through best-practice data management, technology usage, partnering, and skill building. Finally, you'll discover how to earn even more value by establishing an analytical mindset throughout HR, and building two key skills: storytelling and visualization. The Power of People will be invaluable to HR executives establishing or leading analytics functions; HR professionals planning analytics projects; and any business executive who wants more value from HR.

Excel 2010

Basic, Student Manual

[Crisp Pub Incorporated](#) Our manuals facilitate your learning by providing structured interaction with the software itself.

Using Excel for Business Analysis

A Guide to Financial Modelling Fundamentals

[John Wiley & Sons](#) **Utilise Excel 2013 capabilities to build effective financial models** Using Excel for Business Analysis, Revised Edition provides practical guidance for anyone looking to build financial models. Whether for business proposals, opportunity evaluation, financial reports, or any other business finance application, this book shows you how to design, create, and test your model, then present your results effectively using Excel 2013. The book opens with a general guide to financial modelling, with each subsequent chapter building skill upon skill until you have a real, working model of your own. Financial tools, features, and functions are covered in detail from a practical perspective, and put in context with application to real-world examples. Each chapter focuses on a different aspect of Excel modelling, including step-by-step instructions that walk you through each feature, and the companion website provides live model worksheets that give you the real hands-on practice you need to start doing your job faster, more efficiently, and with fewer errors. Financial modelling is an invaluable business tool, and Excel 2013 is capable of supporting the most common and useful models most businesses need. This book shows you how to dig deeper into Excel's functionality to craft effective financial models and provide important information that informs good decision-making. Learn financial modelling techniques and best practice Master the formulas and functions that bring your model to life Apply stress testing and sensitivity analysis with advanced conditionals Present your results effectively, whether graphically, orally, or written A deceptively powerful application, Excel supports many hundreds of tools, features, and functions; Using Excel for Business Analysis eliminates the irrelevant to focus on those that are most useful to business finance users, with detailed guidance toward utilisation and best practice.

IBM Tivoli Directory Server for z/OS

[IBM Redbooks](#) This IBM® Redbooks® publication examines the IBM Tivoli® Directory Server for z/OS®. IBM Tivoli Directory Server is a powerful Lightweight Directory Access Protocol (LDAP) infrastructure that provides a foundation for deploying comprehensive identity management applications and advanced software architectures. This publication provides an introduction to the IBM Tivoli Directory Server for z/OS that provides a brief summary of its features and an examination of the possible deployment topologies. It discusses planning a deployment of IBM Tivoli Directory Server for z/OS, which includes prerequisites, planning considerations, and data stores, and provides a brief overview of the configuration process. Additional chapters provide a detailed discussion of the IBM Tivoli Directory Server for z/OS architecture that examines the supported back ends, discusses in what scenarios they are best used, and provides usage examples for each back end. The discussion of schemas breaks down the schema and provides guidance on extending it. A broad discussion of authentication, authorization, and security examines the various access protections, bind mechanisms, and transport security available with IBM Tivoli Directory Server for z/OS. This chapter also provides an examination of the new Password Policy feature. Basic and advanced replication topologies are also covered. A discussion on plug-ins provides details on the various types of plug-ins, the plug-in architecture, and creating a plug-in, and provides an example plug-in. Integration of IBM Tivoli Directory Server for z/OS into the IBM Workload Manager environment is also covered. This publication also provides detailed information about the configuration of IBM Tivoli Directory Server for z/OS. It discusses deploying IBM Tivoli Directory Server for z/OS on a single system, with examples of configuring the available back ends. Configuration examples are also provided for deploying the server in a Sysplex, and for both basic and advanced replication topologies. Finally it provides guidance on monitoring and debugging IBM Tivoli Directory Server for z/OS.

Bratva Vow

a FREE dark mafia romance prequel

Bell Press **Monsters aren't born, they are created. Katya. After spending years in hospitals, I can finally have a life. Then my mom abandons me to the care of the most breathtaking man I've ever seen. He's like the embodiment of Death, a Greek tragedy waiting to unfold. Can I break through the darkness that has a hold on him? Kristoff. My soul is black as tar. I'm a cold-hearted killer, the leader of my own Bratva. What mother in her right mind would leave a teenage daughter on my doorstep? A desperate one who's willing to make a deal with the devil. Note: This is the free prequel novella to the Bratva Royalty duet. Trigger warning: this book contains some traumas and scenes of violence. For fans of Natasha Knight, Julia Sykes, CD Reiss, Aleatha Romig, Skye Warren, Anna Zaires, Renee Rose, Carrie Ann Ryan, Penelope Ward, Lauren Blakely, Hannah Hill, Meghan March, Katee Robert. Topics: adult romance, alpha male, romantic suspense, romance series, bad boy romance, emotional read, contemporary romance, free romance books, mafia romance, novels for free romance, series books free, revenge romance, age gap romance, steamy romance books free.**

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Personality in Depth

Inst for Personality &

The New Era of the CCO

The Essential Role of Communication in a Volatile World

Business Expert Press **The role of the chief communication officer (CCO) in today's enterprise has dramatically changed over the past 30 years. Once focused on getting news out to media outlets, today's CCO has become an integral part of any enterprise—company, corporation, governmental, and nongovernmental entity. Today's CCO is responsible for internal and external communication, with creating and implementing communication strategies that help mold enterprise mission, vision, value, and character, and with building enterprise reputation through stakeholder engagement. As a part of the "C-Suite," the CCO must understand not only the psychology and sociology of the business, but also the role that she has in informing the C-Suite and the chief executive officer what internal and external stakeholders are thinking and how this may affect corporate image in terms of credibility, confidence, trust, relationship, and reputation. In short, the new CCO must understand both the science and the art of communication and apply that knowledge to advancing her enterprise's goals and objectives through a faster and ever-larger-reaching set of media.**

Abstract Reasoning Tests

How2become **KEY CONTENTS OF THIS GUIDE INCLUDE: - Contains invaluable tips on how to prepare for abstract reasoning tests; - Written by an expert in this field in conjunction with recruitment experts; - Contains lots of sample test questions and answers.**

GMAT Success

[Peterson Nelnet Company](#) **GMAT Success helps test takers get ready, develop test preparation strategies, and manage test anxiety constructively--whether they have seven weeks to prepare or just one day. Featuring discussions of each type of question found on the test, GMAT Success includes diagnostic exercises to show students where they need to concentrate their training in order to gain the most points for their efforts.**

The Differentiated Workforce

Translating Talent into Strategic Impact

[Harvard Business Press](#) **Do you think of your company's talent as an investment to be managed like a portfolio? You should, according to authors Becker, Huselid, and Beatty, if you're interested in strategy execution. Many companies fall into the trap of spending too much time and money on low performers, while high performers aren't getting the necessary resources, development opportunities, or rewards. In The Differentiated Workforce, the authors expand on their previous books, The HR Scorecard and The Workforce Scorecard, and recommend that you manage your workforce like a portfolio - with disproportionate investments in the jobs that create the most wealth. You'll learn to: Rise above talent management "best practice" and instead create a differentiated workforce that can't be easily copied by competitors Differentiate those capabilities in your company that are truly strategic Identify your wealth-creating "A" positions Create a new relationship between HR and line managers, and articulate the role each plays in a differentiated workforce strategy Develop the right measures for your organization Based on two decades of academic research and experience working with hundreds of executives, The Differentiated Workforce gives you the tools to translate your talent into strategic impact.**

THE BLACK BOOKS OF OUTSOURCING: HOW TO MANAGE THE CHANGES, CHALLENGES, AND OPPORTUNITIES

[John Wiley & Sons](#) **Special Features: Helps managers · to use outsourcing in meeting today s business challenges· to make the right sourcing decisions - the first time· to achieve operational excellence within and across outsourcing relationships· to communicate outsourcing to your employees, customers and the public· to build new revenue streams through outsourcing· to use outsourcing to reduce corporate risk· to successfully outsource offshore· to craft value-creating outsourcing contracts· to recover a troubled outsourcing relationship· to enhance career as an outsourcing professional About The Book: The Black Book of Outsourcing is a guide to the emerging field of outsourcing management. It will be the most comprehensive and practical outsourcing manual available, including a directory of many of the key vendors in outsourcing management.**

Employment Service Complaint System

Soft Skills for Workplace Success

[SAGE Publishing India](#) **From the ninjas of corporate world comes a curated recipe book on how to be happy and content in our professional lives. Soft skills for Workplace helps us in dodging the derailers such as ego and stress that can negatively impact our behaviour, and replacing them instead with humour and emotional intelligence as tools to find joy at the workplace. SAGE Back to Basics is a distilled compilation of proven and timeless ideas and best practices for new-age and experienced leaders alike. The hand-picked collection of books—on management, leadership, entrepreneurship, branding and CSR—offer advice from management experts whose knowledge and research has impacted and shaped business and management education. Other books in the series: Timeless Leadership | Advertising and Branding Basics | Leadership Lessons from Dr Pritam Singh | Corporate Social Responsibility in India | Basics of Entrepreneurship | Human Resource Development Insights | Ideate, Brainstorm, Create | Building Professional Competencies | Timeless**

Management

Food Ethics

Cengage Learning **FOOD ETHICS, 2E** explores the ethical choices we make each time we eat. With twenty-six readings that bring together a diverse group of voices, this textbook dives into issues such as genetically modified foods, animal rights, population and consumption, the food industry's impact on pollution, centralized versus localized production, and more. In addition, this edition includes new introduction, new readings, a comprehensive index, and study questions that frame these significant issues for discussion and reflection. **Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

Enterprise Gamification

Engaging People by Letting Them Have Fun

Createspace Independent Pub Research shows when people are engaged they are more productive. That's why gamification has caught on in the corporate world. The clever combination of fields such as game design, psychology, motivation theory, neurophysiology, and behaviorism has been shown to benefit stakeholders in surprisingly effective ways. This landmark book examines the prevailing notion that simple rewards and competition are effective means for engaging people, and shows how gamification designs can be applied to support long-term collaboration, creativity, productivity, loyalty, and learning. Based on evidence from many research papers, use cases, and practical examples you will learn how to create effective and fun gamification designs for one or multiple systems in a local or global context. Enterprise Gamification is the most comprehensive and scientifically rigorous book yet written in this exciting new field.

Ming Tea Murder

Berkley "Includes recipes and tea time tips"--Page 4 of cover.

Labor Exchange Policy in the United States

W.E. Upjohn Institute The proper matching of workers with job openings is essential for a well-functioning market economy. In recent years, more than 10 percent of the U.S. workforce search for jobs at any onetime. The federal and state governments have long recognized the importance of assisting in the job search process. In 1933, the Wagner-Peyser Act was established to provide federal funding to states to operate a nationwide network of public employment offices. Since enactment, labor exchange (e.g., job finding and placement) services under the Wagner-Peyser Act have been available universally to employers and job seekers without charges or conditions. Today, this network includes more than 1,800 local offices of State Employment Security Agencies that are affiliated with the U.S. Employment Service (ES). The Workforce Investment Act (WIA) of 1998 amended the Wagner-Peyser Act to be part of the one-stop delivery system, which provides universal access to core (i.e., labor exchange) services and Title I adult and dislocated worker programs. The one-stop centers provide services to both job seekers and employers. For the jobseeker, services include assessment, counseling and testing, job search workshops, and job placement. For employers, services include job order taking, recruitment, screening, and referral of job seekers.

The Role of Government in a Digital Age

Independent analysis of the appropriate role for the U.S. government in an information economy.

Grandad Mandela

[Lincoln Children's Books](#) "...profoundly moving..." -Publishers Weekly Nelson Mandela's two great-grandchildren ask their grandmother, Mandela's youngest daughter, 15 questions about their grandad - the global icon of peace and forgiveness who spent 27 years in prison. They learn that he was a freedom fighter who put down his weapons for the sake of peace, and who then became the President of South Africa and a Nobel Peace Prize-winner, and realise that they can continue his legacy in the world today. Seen through a child's perspective, and authored jointly by Nelson Mandela's great-grandchildren and daughter, this amazing story is told as never before to celebrate what would have been Nelson's Mandela 100th birthday.

Biology 12

Gamification in Human Resources

[CreateSpace](#) Research shows when people are engaged they are more productive. That's why gamification has caught on in the corporate world. The clever combination of fields such as game design, psychology, motivation theory, neurophysiology, and behaviorism has been shown to benefit stakeholders in surprisingly effective ways. Whether your role is recruitment and hiring, training, career development and/or employee evaluations, all the while keeping an eye on costs and keeping your co-workers and bosses happy, then gamification is for you. In *Enterprise Gamification: Human Resources* you will learn how to engage employees to make them happier. And research has shown that happier employees take less sick leave, stay with their companies longer and reach more goals. This book highlights several dozen examples of how organizations like yours are using gamification throughout the employee life cycle to recruit, develop and evaluate talent, and gives you the tools necessary to begin or expand your own gamification programs.

Edible Seashore

River Cottage Handbook

[Bloomsbury Publishing](#) In the fifth of the River Cottage Handbook series, John Wright reveals the rich pickings to be had on the seashore - and the team at River Cottage explain how to cook them to perfection. For the forager, the seashore holds surprising culinary potential. In this authoritative, witty book John Wright takes us on a trip to the seaside. But before introducing us to the various species to be harvested, he touches on such practicalities as conservation and the ethics of foraging; safety from tides, rocks and food poisoning; the law and access to the shore, our right to fish, landing sizes and seasons; and equipment such as nets, pots and hooks. Next comes the nitty-gritty: all the main British seashore species that one might be tempted to eat. The conservation status, taste and texture, availability, seasonality, habitat, collecting technique and biology of each species is covered; there are also quite a few gratuitous but fascinating diversions. The species covered include crustacea (brown shrimp, common crab, lobster, prawn, shore crab, spider crab, squat lobster, velvet swimming crab); molluscs (clams, cockle, dog whelk, limpet, mussel, oyster, razor clam, winkle); mushrooms; plants (alexanders, babbington's orache, fennel, frosted orache, marsh samphire, perennial wall rocket, rock samphire, sea beet, sea buckthorn, sea holly, sea kale, sea purslane, sea rocket, spear-leaved orache, wild cabbage, wild thyme); and seaweed (carrageen, dulse, gut weed, laver, pepper dulse, sea lettuce, sugar kelp, kelp). Finally, there are thirty brilliant recipes. Introduced by Hugh Fearnley-Whittingstall, *Edible Seashore* is destined to join the other handbooks in the series as an indispensable household reference.

HBR's 10 Must Reads for CEOs (with bonus article "Your Strategy Needs a Strategy" by

Martin Reeves, Claire Love, and Philipp Tillmanns)

Harvard Business Press As CEO, you set the vision, the strategy, and the tone of your organization. You establish priorities, anticipate and address challenges, champion and lead change efforts, set people up for success, and manage risk. Though you may have a great senior executive team and a top-flight board, the success of your organization depends on your leadership. If you read nothing else on being an effective chief executive, read these 10 articles by experts in the field. We've combed through hundreds of Harvard Business Review articles and selected the best ones to help you toggle between long- and short-term views, manage risk and innovation, and cultivate productive relationships with your staff and your board. This book will inspire you to: Navigate the changing global business environment Customize your company's strategy to the environment you're working in Attract, engage, and retain the best talent Anticipate and address legislative and regulatory issues Sharpen your awareness of the tactical and soft skills you need to lead Adopt a founder's mindset and build new offerings, move into new markets, and create next-generation solutions Manage and build relationships with your board--and your shareholders This collection of articles includes "Your Strategy Needs a Strategy," by Martin Reeves, Claire Love, and Philipp Tillmanns; "Managing Your Innovation Portfolio," by Bansi Nagji and Geoff Tuff; "Leading Change: Why Transformation Efforts Fail," by John P. Kotter; "Reinventing Your Business Model," by Mark W. Johnson, Clayton M. Christensen, and Henning Kagermann; "Leadership Is a Conversation," by Boris Groysberg and Michael Slind; "Strategic Intent," by Gary Hamel and C.K. Prahalad; "When Growth Stalls," by Matthew S. Olson, Derek van Bever, and Seth Verry; "The Secrets to Successful Strategy Execution," by Gary L. Neilson, Karla L. Martin, and Elizabeth Powers; "The Focused Leader," by Daniel Goleman; "Managing Risks: A New Framework," by Robert S. Kaplan and Anette Mikes; "21st-Century Talent Spotting," by Claudio Fernandez-Araoz; and "How CEOs Can Work with an Active Board," by Ken Banta and Stephen D. Garrow.

SAT Power Vocab

Provides definitions and study tips for over sixteen hundred frequently used SAT words and includes strategies for memorizing the words and answering questions on the test.

Korean

A Comprehensive Grammar

Routledge Korean: A Comprehensive Grammar is a reference to Korean grammar, and presents a thorough overview of the language, concentrating on the real patterns of use in modern Korean. The book moves from the alphabet and pronunciation through morphology and word classes to a detailed analysis of sentence structures and semantic features such as aspect, tense, speech styles and negation. Updated and revised, this new edition includes lively descriptions of Korean grammar, taking into account the latest research in Korean linguistics. More lower-frequency grammar patterns have been added, and extra examples have been included throughout the text. The unrivalled depth and range of this updated edition of Korean: A Comprehensive Grammar makes it an essential reference source on the Korean language.

Althusser and Law

Routledge Althusser and Law is the first book specifically dedicated to the place of law in Louis Althusser's philosophy. The growing importance of Althusser's philosophy in contemporary debates on the left has - for practical and political, as well theoretical reasons - made a sustained consideration of his conception of law more necessary than ever. As a form of what Althusser called 'Ideological State Apparatuses', law is at the forefront of political struggles: from the destruction of Labour Law to the exploitation of Patent Law; from the privatisation of Public Law to the ongoing hegemony of Commercial Law; and from the discourse on Human Rights to the practice of judicial courts. Is Althusser still useful in helping us to understand these struggles? Does he have something to teach us about how law is produced, and how it is used and misused? This collection demonstrates that Althusser's ideas about law are more important, and more contemporary, than ever. Indeed, the contributors to Althusser and Law argue that Althusser offers a new and invaluable perspective on the place of law in contemporary life.

Room 555

Orca Book Publishers **Fourteen-year-old Roonie loves hip-hop almost as much as she loves her grandmother. She cannot wait to compete in her school's dance competition. But as her grandmother's health deteriorates, Roonie becomes more and more reluctant to visit her in the care home. These feelings of guilt and frustration cause Roonie to mess things up with her hip-hop dance partner and best friend, Kira. But while doing some volunteer hours in the hospital geriatric ward, Roonie meets an active senior recovering from a bad fall. Their shared love of dance and the woman's zest for life help Roonie face her fears, make amends with Kira and reconnect with Gram before it's too late.**

How to Pass Selection Tests

Kogan Page Publishers **The authors explain how selection tests work and give specimen papers so job applicants can prepare themselves well in advance. They also offer a range of advice and techniques for improving your test scores.**

Excess Baggage

Harper Collins **Lately, Anviksha Punjabi can't seem to get anything right. She is in the middle of ending her second marriage, is barely keeping any friends, and repeatedly getting into trouble at work. And as if all that weren't enough, she must put up with her gregarious and over-bearing 67-year-old mother as a housemate. Afraid that if this goes on, she'll finally unravel completely, Anviksha decides that she needs a break - a Bollywood style, solo-trip across Europe kind of break. What she doesn't expect is that her mother, Smita Punjabi, will insist on coming along. The unlikely duo embarks on a journey complete with nudists, an unwelcome blast from the past, a British dog named Bhindi, and several eligible bachelors, and slowly, what was supposed to be a soul-searching journey for one, turns into a life-altering experience for two.**

What Color Is Your Parachute? 2016

A Practical Manual for Job-Hunters and Career-Changers

Ten Speed Press **What Color Is Your Parachute? is the world's most popular job-hunting guide, revised and updated annually, with more than ten million copies sold. This 2016 edition features the latest studies and perspectives on today's job-market, including proven strategies for finding jobs even when everyone tells you there are none. Career expert Richard N. Bolles reveals surprising advice on what works—and what doesn't—so you can focus your efforts on tactics that yield results. This helpful manual shares proven tips for writing impressive resumes and cover letters, as well as guidance for effective networking, confident interviewing, and the best salary negotiating possible. But it goes beyond that by helping you to zero in on your ideal job—and life—with its classic Flower Exercise. Whether you're searching for your first job, wer**