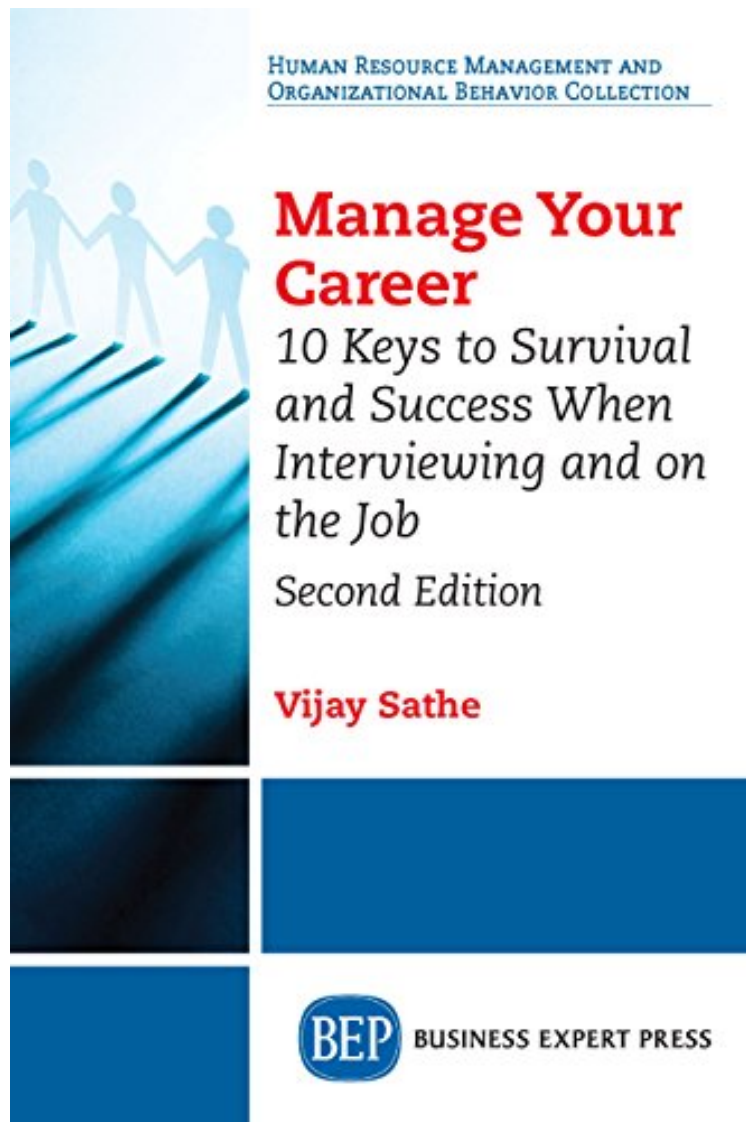


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Manage Your Career: 10 Keys to Survival and Success When Interviewing and on the Job, Second Edition

Vijay Sathe

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Professor Sathe is a great gift, a passionate teacher who cares deeply about the life arc of each individual student. In his vibrant classroom, he translates strategic management into a personal discipline; and here in these pages, he brings to you and me the benefits of his wise mentorship. Jim Collins, author of *Good to Great* This book gives the reader the keys to survival and success as his or her career progresses from one job to the next in the same, or a different, organization; be it for-profit, non-profit, government, or volunteer. It is designed to help the reader avoid the many traps and pitfalls encountered along his or her career path and to help facilitate increased personal effectiveness during all three stages of the job cycle; interviewing, new hire, and long-term employment. Whether preparing to enter the workforce for the first time or in early, middle, or later career stages, this book will show the reader how to avoid jobs and organizations that are not a good fit. It will also go beyond survival and show how to achieve success by doing the job well and making other contributions to the organization in ways that improve job performance, satisfaction, happiness, and personal and professional growth. The keys this book provides will work whether the reader is an independent contributor, a manager responsible for the work of others, or an executive responsible for the enterprise. Organizational leaders, human resource professionals, career coaches, and mentors can also utilize this book to educate and train employees to be more productive at work and happy in their worklife.