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**INTERVIEW DOS AND DON'TS**

**By Keith Emerson**

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The Questions You Should be Asking: Four Experts Tips

Now that the job market appears gradually more optimistic, people are dusting off their resumes and preparing to head into interviews. Once things really turn around, however, it is likely that you will not be the only one applying for any given position. Many key members of organizations who have been working lean and waiting for the economic climate to improve may be flooding the job market simultaneously. And that means competition may be fiercer than ever when you do head in for an interview in the near future.

The most important thing to remember is to be prepared. Of course, you should emphasize your transferable skills, analytical thinking abilities and previous accomplishments, but remember to do your homework about the company you are applying to. Hiring managers want to hear what you can offer the company and an excellent way of proving that is going to the interview well versed in the major products and services of the organization, the divisions and parent company with which it is affiliated, and it's main competitors and key customers.

Appearing at the interview prepared not only to answer questions but also to ask them will prove to the interviewer that you are serious about this position and are a candidate who both prepares thoroughly and thinks ahead. In researching the company, check their website, annual reports and past and present press releases to get a clear picture of where the organization has been and where it is going. Use as an example a recent challenge the company has had to face or is facing and offer a well-thought-out solution or indicate ways that your presence would have helped the situation. This shows the value and insight you can bring to the table.

Most interviewers will ask you if you have any questions for them during the interview. Have your questions prepared, but be ready to develop at least one that is relevant to the discussion you just had with the interviewer.

Here are some suggestions for questions you should be asking:

What are the company's plans for the future? Be sure not to ask anything that is readily available in the company literature, but take this opportunity to find out more about your potential employer during the interview. This indicates that you are interested in the long term, versus merely planning to use the position as a stepping stone to your next job.

## INTERVIEW DOS AND DON'TS

Why did this position become available? It is perfectly acceptable to inquire as to whether this is a newly created position or if someone held it previously and left.

Does the company invest in the career development of its employees by offering leadership, educational or coaching programs? It is wise to avoid a barrage of questions regarding benefits packages, salary and vacation in the initial interview. However, many organizations strive to create an atmosphere of success and look to the future by preparing their key talent with opportunities for advancement and may be happy to discuss them with you.

What is the company looking for in the right employee for this position? Ask about the short- and long-term goals hoped for in fulfilling this job and leverage your past experience and accomplishments to show that you would be a good fit.

Be honest, knowledgeable and direct. The best way to make a lasting and favorable impression is to show that you would be an asset to the company by making a great first impression. While interviewing

can be unsettling for even the most qualified candidates, you will be far less nervous if you know that you are going in as prepared as you can be.

Keith Emerson is the senior vice president and general manager of leading career services company Lee Hecht Harrison's Boston and Burlington, Massachusetts and Manchester, New Hampshire offices. Lee Hecht Harrison is the leading global career services company specializing in providing leadership consulting and career management services. I

### **Pick the Wedding Dress that Compliments Your Body**

**By Victoria Williams**

#### **Pick the Wedding Dress that Compliments Your Body by Victoria Williams**

For those of us who don't look like Pamela Anderson or Halle Berry, picking the correct style wedding dress can be crucial to your overall look. Worrying about if you picked the right dress is the last thing you want to worry about on your wedding day. We all want to look our best and when you look "good" you tend to feel good. This article will give the Do's and the Don'ts for your body type. Here are the different body types and their definitions:

Apple- for those who gain weight primarily around the waistline  
Pear- for those who are wider on the bottom and smaller up top  
Hourglass- weight is evenly distributed between the hips and chest area  
Square- weight tends to be evenly distributed throughout the body  
Inverted Pear- as you might expect those who have large chests and/or broad shouldered and small on the bottom

#### **The Dos and the Don'ts**

Apple Body Type

Dos

Empire waistlines- camouflages a big waistline

V-necks- make the body look more sharp and less round

## INTERVIEW DOS AND DON'TS

Don'ts (the following maximizes the waistline)

Corsets

Skirts with lines that cut across the middle

Full skirts

Elongated bodices

Pear Body Type (the following balances out the top and bottom)

Dos

Padded or puffy shoulders

Don'ts

Narrow shoulders

Body hugging sheaths

Full puffy skirts

Hourglass Body Type (to maintain a balanced physique)

Dos

Strapless Dresses—flatters your shoulders

Body hugging sheaths

V-necks

Off the shoulder dresses—shows off shoulders

Don'ts

Beaded or highly decorated bodices—puts on a few pounds

Full skirts—attracts attention to the hips

Square Body Type (to create the illusion of curves)

Dos

Beaded or decorated necklines

Full skirts

Padded, puffy or oversized sleeves or shoulders

Horizontal detailing

Don'ts

Clingy slim gowns

Inverted Pear Body Type

Dos

Simple sleeves

Full Skirts

## INTERVIEW DOS AND DON'TS

Don'ts

Puffy sleeves

Empire waistlines

Slim skirts

Victoria Williams is the editor of the online magazine [www.nuptialparadise.com](http://www.nuptialparadise.com).  
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