



Highrise Happenings

A Publication of the Denver Downtown Chapter

2006 / 2007

July 2007

Upcoming Meetings & Events

July 11, 2007

Delectable Egg 1625 Court Place

You are cordially invited to join us for breakfast. This will be a casual get together of the Denver Downtown chapter. Traditionally, we don't hold a chapter meeting in July, so this would be the perfect time to connect or re-connect with members. If you haven't been to a meeting recently (or ever), please consider this event!



President's Message

It's official, and I have the gavel and the tiara to prove it! Last month, new chapter officers were installed, myself included. I am excited about the upcoming year and looking forward to having a great time. The entire Board is eager to serve you and make your IAAP experience a positive one.

I'd like to thank Jan Schoenfeld, our outgoing President, for her tireless service! She has been an inspiration to me, and I'm sure will continue to be an asset to the chapter.

July is a month of new beginnings, and I look forward to experiencing them with you! Hopefully, you will be able to make it to the breakfast meeting on July 11th. We'll be discussing the focus of the chapter and planning for the upcoming year.

In June, Jan challenged all of us to attend meetings regularly. I would like to go one step further and say **get involved!** This organization is yours, and the Board serves you. We would love to know what you'd like to see and do in the upcoming year.

I look forward to seeing everyone at breakfast!

Elizabeth Harms
President



Recap of Last Month's Meeting

The chapter's annual meeting was held on June 13, 2007 at 8 a.m. in The Hershner Room at 1700 Lincoln.

Members & Guests in Attendance

A quorum was present. Several new members attended, as well as several guests.

Meeting

Installation of officers:

President – Elizabeth Harms
Vice President – Cory Scarbrough CPS/CAP
Secretary – Debbie Brown CPS/CAP/RP
Treasurer – Jeanne Jones CPS

A big thank you to Betty Schmidt. Betty is a longtime member of the Downtown Denver chapter and installed officers in a very nice ceremony.

Cory Scarbrough and Debbie Brown gave an overview of CPS and CAP testing. As a group, we also discussed putting together a study group with the Denver chapter. Several members are interested in sitting for the CPS exam soon. The study group will be attacked once committee chairs are chosen.

Finally, Sandra Arellano with Mary Kay gave a brief presentation on the benefits of being included in her networking portfolio. She also gave small gifts to all attendees.

Choose the Right Phrase

When you propose a patched-together solution, is your plan **jerry-built**, or is it **jury-rigged**? Although their meanings overlap – and although many people create combinations such as “jerry-rigged” or “jury-built” – those are two distinct expressions.

Jerry-built describes something of poor construction. Jury-rigged, on the other hand, means something created temporarily or in a makeshift manner with the materials at hand, often in an ingenious fashion. Don't confuse the two: Jerry-built always has a negative connotation, whereas the cleverness of a jury-rigged solution can be impressive.

Three Months at a Glance Special Days

Birthdays

Paulette Schembri	July 9	
Jan Schoenfeld	July 12	
Chelle Temple	July 22	
Stephen Noran	July 27	
Colleen Toppett	August 14	
Alicia Ellsworth	August 20	
Elizabeth Harms	September 14	

IAAP Anniversaries

Mary Nava	July 1, 2006
Lisa Paine	August 1, 2005
Mercedes Martinez	September 1, 2004

Meetings & Events

July

11 th	Denver Downtown President's Breakfast
29 th -1 st	International Convention & Education Forum

August

1 st	International Convention & Education Forum
8 th	Denver Downtown Meeting
15 th	CAP/CPS Exam Registration Deadline

September

12 th	Denver Downtown Meeting
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Five Common Interview Questions — and How to Answer Them

By Office Team

A hiring manager can often tell if you're the right fit for her organization just minutes after your first handshake. In a recent survey by our company, executives polled said it takes them only 10 minutes to form an opinion of a candidate during an employment interview, despite meeting with staff-level applicants for nearly an hour, on average.

With such a short time to interact with a hiring manager, how can you excite a positive response? In addition to demonstrating your enthusiasm and a professional demeanor, it depends largely on how you answer the interviewer's questions. Here are five questions that hiring managers typically ask at the beginning of an interview and tips for providing responses that leave a lasting impression:

Can you tell me a little about yourself? Concisely discuss your professional goals and interests as they relate to the job opportunity. Your answer should provide insight into why you are the right fit for the position and company.

What do you know about our firm? Research the business beforehand and be prepared to describe how your skill set and experience will help you contribute to the organization's success.

Why do you want to work here? Whether it's the company's values, history of success or reputation in the industry that attracted you, respond in a way that shows you understand the organization's priorities and business objectives.

Why are you looking to leave your current position? Keep your answer focused on the opportunity — for example, a chance to advance your career. Remain positive and avoid disparaging other employers.

What is your most significant professional accomplishment? Cite an achievement that demonstrates your abilities and shows you value results.

The fact that employers form opinions quickly places additional importance on the more subtle points of the interview, such as a firm handshake, strong eye contact and good posture. By following these steps, you'll leave the hiring manager little doubt that you are as excited about the opportunity as he or she is about finding the right person to fill the position.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com.

IAAP Officers for 2007 / 2008**Denver Downtown Chapter Board of Directors**

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Please contact Cory Scarbrough if you're interested in seeing something included in the newsletter.