

## **What Your Clothes Say about You**

- I. In an interview, your attire plays a supporting role.
- II. Your attire should be appropriate and well-fitting, but it should not take center stage. Your conduct, interpersonal skills, and ability to articulate well thought out responses are the most important elements when it comes to interviewing.
- III. Appropriate attire supports your image as a person who takes the interviewing process seriously. This also shows your understanding of the industry in which you are seeking employment.
- IV. Be aware that in some industries, customer contact and image presented to the customer are very important. In such industries, your attire will be judged more critically.
- V. Not every contact with an employer requires business professional attire. For some occasions, business casual is appropriate.
- VI. Even if you are aware that employees of an organization dress casually on the job, dress up for the interview, unless you were instructed to do otherwise.
- VII. Dressing nicely and appropriately is a compliment to the people you meet, so if in doubt, err on the side of dressing more professionally.
- VIII. Never confuse an interview or business function with a social event. Do not dress for a party or a date.
- IX. If you are primarily remembered for your interview attire, there is a possibility you made an error in judgment!

## **Dress for Success!**

First impressions are extremely important to employers. The familiar saying, "You never get a second chance to make a first impression" could not be more accurate. Here are a few tips and resources to help you dress appropriately:

1. Wear professional and conservative clothing. Ask for feedback from someone knowledgeable about the industry standard or specific company policy.
2. Ensure that your clothing is clean, pressed, and well-fitted.
3. Wear neutral colored shoes that are clean and match your outfit.
4. Choose modest accessories that complement your clothing rather than distract from it.
5. If you want to play it safe, remove piercings and cover visible tattoos to avoid any distractions.
6. Use little or no perfume/cologne. You never know who is allergic to certain smells.
7. Make sure your hair is clean and conservative in color and style.
8. Less is more. Keep your look simple but classy. When you learn about the company's dress code, you will be able to better gauge the type of clothing you can wear in the future.



## JOB INTERVIEW DRESS TIPS FOR MEN

- A solid navy blue, black, or medium-to-dark gray business suit is best. A neutral colored dress shirt and conservative tie is your best option. A tie pin or clip will keep your tie from moving around.
- Always remember to leave the last button of your suit unbuttoned. When you sit, you should unbutton your jacket; when standing you should button.
- Wear calf-length dress socks that match your suit. Avoid crew or tube socks.
- Wear dress shoes that match your suit.
- Wear a belt that matches your outfit.
- Get a haircut or trim. If you have long hair, wear a ponytail.
- Clean shaven is best. If you have facial hair, make sure it is well-groomed.
- Have trimmed and clean fingernails.
- Carry a padfolio/portfolio or briefcase that matches your outfit and is not too bulky.

## JOB INTERVIEW DRESS TIPS FOR WOMEN

- You cannot go wrong wearing a solid navy blue, black, or medium-to-dark gray business suit.
- Also consider wearing a solid neutral colored blouse. Avoid frills.
- Skin colored hosiery is recommended (make sure there are no runs!).
- Wear low-heeled, conservative dress shoes that color coordinate with your suit. (Do not wear open-toed shoes!)
- Style your hair and make sure you're not constantly flipping it out of the way. If your hair is long, consider wearing it back or up.
- Have manicured nails. Avoid bright colored polish. Wearing clear polish or none is best.
- Use make-up sparingly. No sparkles in your hair or face.
- Wear small, conservative style earrings.
- Carry a padfolio/portfolio or briefcase. It is ok to carry a purse, but make sure it matches your outfit. Make sure it is not too big and/or bulky.

