

Dress to Impress



**THE CENTER FOR CAREER SERVICES &
COMMUNITY-BASED LEARNING**

Great News . . .



- You've got the interview!
- Now what???

You Are Prepared . . . You've



- Researched the company
- Prepared questions to ask the interviewer
- Practiced your answers to the interviewer's questions
- Confirmed the date, time, and location
- Gotten directions

*What can possibly go
wrong???*



***YOU HAVE NOTHING
TO WEAR!!!***

Nonverbal elements in an interview



- Handshake
- Eye contact
- Body language
- Posture
- Listening skills

- Clothing
- Grooming
- Accessories

First Impressions



- Most employers form a first impression during the first seven seconds of a meeting.
- People make amazing assumptions about your professional credibility & potential performance based upon your appearance during the first meeting.
- Difficult to overcome a poor first impression.
- Think conservative!
- Dress professionally & you'll feel a sense of confidence & others will sense your self-assurance.

First impressions - continued



- Carefully plan the professional image you want to project.
- “A picture is worth a thousand words.” Remember this when meeting a prospective employer.

General Guidelines



- Select apparel, fragrances, jewelry, hairstyle, etc. that will not distract from your professional image. *Attention should be focused on what you say and your qualifications.*
- Hair should be clean & neatly combed. Facial hair should be freshly shaved, mustache or beard neatly trimmed.
- Fingernails: neat, clean, trimmed – *not too long!*
- Teeth: brushed, fresh breath.
- Body: freshly bathed and deodorized.

General Guidelines (continued)



- Perfumes/Colognes: use sparingly or none at all. Your “scent” should not linger after you leave.
- Remove facial & body piercings other than one pair of earrings for women.
- Visible tattoos should be covered to avoid distraction.
- Apparel should be clean & neatly pressed. It should fit well & remain in place while sitting &/or walking.
- Less is more. Keep your look simple until you become accustomed to the company’s dress code.

Men's Interview Attire



- Suits: navy, black, or gray – pinstripe or solid. Nothing trendy.
- Shirts: white or light blue. Laundered & pressed. Wear an undershirt.
- Ties: should coordinate with the jacket and pant and should contrast with the color of the shirt. Subtle or simple patterns enhance credibility.
- Socks: calf-length or above. Choose natural-fiber blends that allow a flow of air & do not retain perspiration & heat. Choose colors such as dark blue, black, or gray. *No white socks!*

Men's Attire - continued



- Shoes: Select a lace-up (not slip-on) dress shoe. The color should be dark or blend with the pant. Make certain that they are clean and polished.
- Select a leather belt that visually blends or matches your shoes.
- Short hair cut.
- Minimize jewelry. Avoid a necklace. Wear no more than one ring per hand and a dress watch.
- A full-length coat can be worn over your suit. Avoid casual coats.

Men's Attire - continued



- Cologne should never be strong. When in doubt, don't wear any.
- Briefcase: part of your visual effect. Consider a simple portfolio as an effective substitute.

The suit



Calvin Klein, charcoal gray.



Jones New York, Pinstripes



Pierre Cardin

Some tips about the fit . . .



- The shoulder seams on the jacket must sit right on the top of your shoulder.
- The jacket sleeve should just cover your wrist bone.
- Suit pants should just “break” on the top of your shoes.

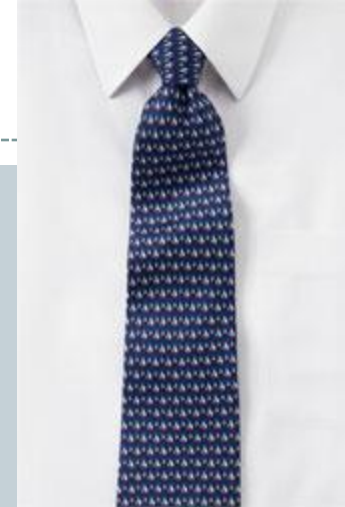
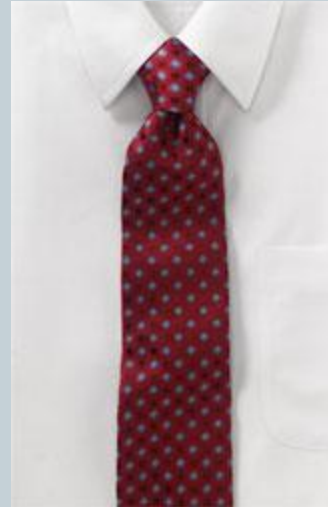


Sleeves and pants can be tailored at the store. Do it!

Shirts



Ties



A tie, when tied, should reach the bottom of your belt buckle.



Guidelines for Women's Interview Attire



- Select a skirted suit or a pantsuit.
- Skirts are traditionally knee-length. Those *slightly* shorter or longer are also acceptable.
- Select blouses or sweaters that provide visual interest. Avoid transparent, tight fit, or low necklines.
- Always wear pantyhose.
- Perfume should never be strong. When in doubt, don't wear any.
- Use natural-looking makeup & clear nail polish.

Women's Attire - continued



- Wear low pumps – cleaned and polished. Avoid open-toed shoes.
- Add accessories to express your personality – a scarf or necklace is fine. Remember – keep it simple.
- Jewelry: avoid dangling earrings and wear no more than one ring per hand and a dress watch.
- Hair should be natural looking without hanging in your face.

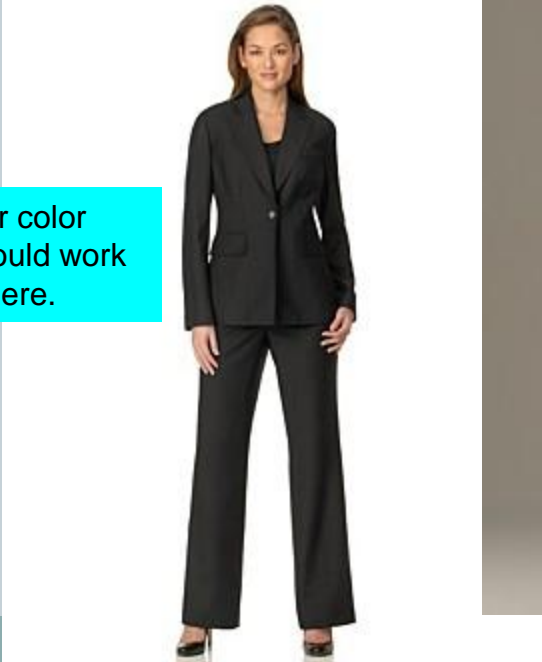
The suit



For interview, wear a shirt under jacket.



A lighter color shell would work better here.



Blouses

This is a shell.



Collared Shirts.



Shoes



Dressing on a Tight Budget



- Don't wait until you're pressed for time and have to make a hasty decision.
- Invest in impressive, classic, well-made separates that can be combined for a “professional” or “casual Friday” look.
- Select your best neutral as the base for your wardrobe. Colors like black, gray, and navy are versatile. Pearl gray, stone, steel blue, camel, & celery are fashionable.

Dressing on a Tight Budget (continued)



- Purchase matching components. Having options such as wearing a skirt or pant with a jacket multiplies possible combinations.
- Use shirts, blouses, sweaters to create a variety of visual effects.
- Select ties/scarves and jewelry that add to possible visual variety.
- Watch for sales!

Fine-tune the process



- Research the dress code for the industry that you are interested in. Fields such as law, accounting, & banking usually have stricter guidelines than advertising, retail, and sales.

Some career consultants recommend . . .



- Dressing for a position two levels higher than the one you are interviewing for.
- Dressing more formally for the interview than once you land the job.
- This level of formality shows that you understand the importance of the situation & respect that person you are meeting.

When in doubt . . .



- Make a conservative clothing choice for your interview.

Once you've been hired,



- Ask your supervisor or the human resources department for a copy of the organization's dress code policy.
- Codes vary so don't assume you can wear the same clothes you wore at your last job.
- Adhere to the organization's policy.

QUESTIONS???



THANK YOU FOR PARTICIPATING!

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