



Dressing for the Interview

Hint: Dress one step higher than the position for which you are interviewing.

You have probably heard the saying, *you never get a second chance to make a first impression*. This holds true for the job interview as well as in everyday life. You only have one chance to impress your interviewer and, in turn, one chance to be offered the job. Your appearance could make or break your opportunity to get hired; so here are some suggestions you can follow to project that winning “first impression.”

General Tips

- Shower and brush teeth before the interview.
- Use breath mints; avoid smoking and eating foods that may be offensive.
- Keep make-up conservative and natural looking.
- Hair
 - Women: hairstyle should be styled tastefully. If long, wear it up or pulled back.
 - Men: hair trimmed within the last week (avoid that “new hair cut look”) freshly shaven.
- Piercings
 - For men: remove all piercing.
 - For women: one pair of earrings per ear and remove all other piercing.
- Jewelry
 - women: simple, conservative and to a minimum. Avoid distracting jingles and movement. Limit to 2 rings per hand. No ankle bracelets.
 - men: consider the company/industry. Keep it simple, conservative and to a minimum; one ring, nothing very large.
- Fingernails should be clean and neatly trimmed. Avoid extreme lengths and choose neutral or natural colors.
- Cover visible tattoos.
- Wear scents sparingly (better not at all). Some people have allergies.
- Have clothes freshly ironed or pressed.

Appropriate Attire for Women Professional or Office Jobs

- Choose dresses or suits in solid colors such as gray, navy, black, brown or khaki in a conservative/tailored style with a blouse that coordinates with the suit.
- Be sure the hemlines are at or below the knees. Thighs should be covered while sitting. If there are slits in the skirts, be sure the leg does not show above the knee. Be sure the slip does not show.
- Select covered toed, low heel shoes that are polished and coordinate with your suit or dress.

- Wear hosiery in tan or light color or hose that match the outfit.
- Carry a small matching purse or a briefcase (do not carry both).
- Wear small, conservative jewelry.

Casual Jobs

- Wear a skirt, dress or dress slacks.
- Choose a blouse, jacket or sweater set that coordinates with clothing.
- Wear tan or light hose or hose that match the outfit.
- Select covered toed, low heel shoes that are polished and coordinate with your outfit.

Appropriate Attire for Men:

Professional or Office Jobs

- Choose a suit in a solid color such as medium to dark gray, or navy (black, or brown may be too severe).
- Wear long sleeve button down shirt that coordinates with suit. (You can never go wrong with white or a light color. Conservative stripes are okay.)
- Ties need to blend with suit and shirt color. Use a tie clip or pin.
- Shoes need to have low heels and be coordinated with suit. Choose conservative dress shoes, black loafers or lace-up, well polished.
- Socks should be coordinated with suit and calf length. You do not want your calf to show while sitting.
- Carry a small briefcase.
- Wear a belt if you have belt loops (in a coordinating color).

Casual Jobs

- Slacks (no jeans).
- Buttoned or collared shirt that coordinates with slacks.
- Sport jacket or blazer.
- Tie (optional – depends on the job) which coordinates with shirt/slacks. Wear a tie clip or pin.
- Shoes can be more casual.

Inappropriate Attire

For Women

- Wild, brightly colored suits/jackets.
- Blue jeans – even when new.
- Tennis shoes, platforms, sandals or heels.
- Tube or athletic socks.

For Men

- Dressing provocatively – no low cut neck lines, short hemlines, extremely tight or see-through clothing. No shiny or velvet fabrics.
- Wearing big pieces of jewelry.
- Wearing high heels, opened toed shoes, platform or chunky heels.
- Brightly painted nails.