

# DRESS FOR SUCCESS

## *You got the interview – Dress to get the job*

Your appearance is the first thing you communicate to others. Make sure your attire says you are the right candidate for the job. A well-groomed and professional look tells interviewers that you are paying attention to yourself in the same way that you will pay attention to your job responsibilities.

### GENERAL GUIDELINES

- Play it safe and wear a conservative, well-tailored suit. You may dress more casually once you are hired.
- Less is more. Keep your look simple and professional.
- Select clothes, fragrances, jewelry, hairstyle, etc. that do not distract from your professional image. The interviewer's attention should be focused on what you have to say.
- Clothes should be clean and neatly pressed, and they should fit you comfortably and remain in place while sitting and/or walking.
- Tattoos should be covered and facial piercings removed to avoid distraction.
- Avoid wearing much perfume, cologne, or aftershave to the interview and do not smoke beforehand. The interviewer may be allergic to such scents.
- Do not chew gum or eat candy during the interview.
- There is a difference between business casual and "at-home/everyday" casual. Business casual **DOES NOT** mean you can wear t-shirts, jeans, shorts, tennis shoes, or flip-flops.

### FOR WOMEN

- A suit with knee-length skirt is generally preferred, but a professional pantsuit is acceptable.
- Navy, black, dark gray, or brown suits work best.
- Select a blouse in a solid color that coordinates with your suit. Avoid shirts that are see-through, tight fitting, sleeveless, or have low necklines.
- Wear closed-toe shoes that are clean and polished. Avoid open-toed shoes since they are associated with social agendas.
- Always wear non-patterned, neutral hosiery that compliments your skin tone.
- Minimal jewelry (i.e., a watch, small earrings, one ring on each hand).
- Simple, natural-looking makeup with clear nail polish.
- Simple hairstyle that is neatly combed. Consider wearing long hair

### FOR MEN

- A traditional, two-piece, matching suit in solid navy, black, or dark gray is preferred. Avoid trendy styles.
- A solid white or light blue shirt.
- Wear a conservative tie that matches your outfit. Ideally, your tie should touch the top of your belt.
- Socks should be calf-length and match the color of your suit.
- Wear dark leather dress shoes that blend with the suit. Make sure they are clean and polished.
- Select a leather belt that matches your shoes.
- Minimal jewelry (i.e., a dress watch, one ring per hand) – think conservative. Remove earrings.
- A professional haircut is expected.
- Facial hair must be well-groomed.