

DRESS FOR SUCCESS

POWER INTERVIEWING



Your attire shows your seriousness for a role. How you dress also highlights your interest in growing as a professional. Dress according to what YOU want to communicate. A virtual interview is very common for the initial screening. If you have a virtual interview, dress as you would if you met them in person — you will **look** and **feel** professional.

Make sure to avoid loud clothing patterns. Blue is a safe color for the screen, while green can be tricky. Pastels and shades of brown are generally acceptable, but you need to consider your background color, so you don't blend in.

When an interview takes place from a remote location like your home, you should expect it to be just as formal as one in an office. If you're unsure, business casual is a good standard to follow. A great outfit example for men and women is a button-down shirt and blazer with slacks.



People may only take 20 seconds to form an opinion of you.
Attire is an integral part of that decision-making process.

Business Professional

Suit jacket or blazer, dress pants or skirt, neutral colors, close-toed shoes.

Used for Formal Work Environments, Job Interviews, Career Fairs, Networking Events, Informational Interviews, Job Shadowing, and Awards Ceremonies

- Matching two-piece suit (pant or skirt suit)
- Solid or pin-striped
- Skirt should be knee-length with no inappropriate slits
- A tailored fit, including pants length.
- Navy, dark grey, dark brown, taupe, tan olive, or black
- Briefcase or portfolio instead of a backpack



Business Casual

Still professional but with more variation in color & style. A jacket or blazer with a skirt or dress pants still works.

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Shoes

Formal low-heel shoes in black brown, neutral or corresponding colors. Leather or leather-like. Should be in polished condition. Make sure heels are not worn.



Belts

Belts should match the color of your shoes.



Ties

Ties in a solid, dark color, or conservative pattern.



Under Garments

- Check for runs in your hosiery
- No dark garments under light clothing
- Bras should fit properly
- Seamless, unadorned smooth bras
- Wear camisoles and slips
- Neutral color
- Conceal Bra straps
- Avoid Panty lines
- Consider shapers



Accessories

- Accessories should generally be kept to a minimum
- Consider concealing tattoos and piercings
- Avoid wearing jewelry that moves (like long earrings) or creates noise (such as bangle bracelets) to minimize distractions
- Men should always wear an appropriate belt
- Invest in a brown or black Padfolio. They are preferred over bulky briefcases. A small briefcase could be appropriate, but if you have no reason to carry a briefcase, don't; you risk looking silly.



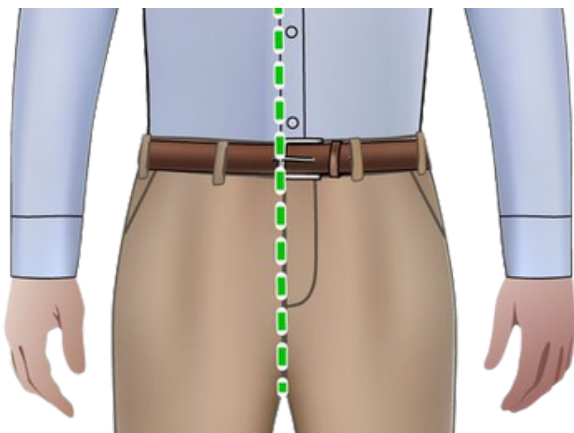
Grooming

- **Hair** should be neat, clean, and trimmed
- **Lips** should be smooth and hydrated.
- **Makeup** should be neat and clean, with no neon colors or glitter (unless you work for MAC!) Keep it mature and professional with nude colors, a light foundation, and an overall "natural but better" look. You don't want your face to scream, "I'm wearing makeup! "
- **Facial hair** (if worn) should be well-groomed, clean-shaven, or trimmed. Know your industry and how conservative it is; observe others if you are unsure what's appropriate or are considering changing your look.
- **Piercings**, such as eyebrows, cartilage, or lips, ask yourself, "Would I hire me for a professional job?" Even though piercings have their place, you should consider the type of job you seek and whether you should keep them.
- **Hands** should be clean, and fingernails short and manicured. Bold colors, decorations, and extra-long nails should be avoided. Instead, stick with clean and neutral nails at a modest length.
- **Smells**, including **colognes**, perfumes, and aftershave, should be subdued or not used.
- **Watch what you eat or use** before and during your interview (no onions, garlic, coffee, or cigarettes). Brush your teeth and floss.



Mirror Check

- Are there rips, tags, tacking stitches, or missing buttons on your clothing?
- Is your selection clean and pressed?
- Does your jewelry or accessories make any noise? Do a shake test.
- Did you turn your head from side to side to look closely at your appearance?
- Do you have a Gig Line? The belt, zipper, and shirt seam line up perfectly down the body's center. It gives a professional look.
- Are your shoes clean and polished? Make sure heels are not worn.
- How is your posture?



GIG LINE



Mirror Check

BUSINESS CASUAL

GOING-OUT-OF-BUSINESS CASUAL



Quotes

"As a Hiring Manager for a start-up, I find it off-putting when a potential candidate comes in dressed in a traditional business suit. We are a very casual company, and it seems that the candidate did not bother to do their research or understand our company's culture before coming in."

- John C.

"Our office is typically business casual, but I like when a candidate takes the time to dress a little more formally for the interview. It can be distracting when someone wears a lot of cologne, jewelry that makes a lot of noise, or clothes that don't fit them. My general rule is to keep it clean, tailored, and a little more business professional than they would wear here daily."

- Amy D.

Closing Thoughts

If you are still deciding what to wear, contact the company's Human Resources department or the hiring manager to ask what people typically wear to the office. Please do your research to understand their company culture. Remember, **the key to dressing for the office is to blend in with what everyone else is wearing**. Notice what the executives wear. Some CEOs wear golf shirts with the company logo. Dressing for success isn't about having the "right" suit, the "right" watch, or the "right" haircut; it's about dressing to relate successfully to people with whom you want to do business.

If you are still deciding whether it is business professional or business casual, consider this: **It may be embarrassing to show up dressed to the nines when everyone else is in jeans, but it is much worse to be dressed too casually**. You should always be ready to look appropriate if you meet with the CEO, supervisor, or administrator.

We wish you the best of luck with your interview. Please call us as soon as the interview is finished so we can discuss the following:

- How do you feel the interview went.
- What do you think about the company?
- Questions the interviewer asked during the interview.
- If you want the job and want to progress to the next round.