



Dressing for an Interview

What's in your Career Closet?

**AM I READY FOR THIS
INTERVIEW?**

**FALSE. THE QUESTION IS, IS THIS INTERVIEW
READY FOR ME?**

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I have an Interview! What do I wear??

12 Things To Remember When Putting Together Interview Outfits

- Lean towards the conservative side
- Choose a classic suit versus trendy attire
- Make sure everything is ironed and crisp
 - Don't spend a fortune!
- Look to show personality or flair via a signature (single) item. Consider a pop of color or unique piece (scarf, necklace, watch, tie/swatch)
- Let your responses, what you're saying shine through and dominate the interview versus letting anything else detract or distract the interviewer.

Your appearance does not stop at what you wear to the interview! Be sure that you:

- Have showered
- Have a neat and professional hair cut
- Neatly trimmed and/or manicured nails
- Remember less is more!
- Sparse makeup
- Go easy on perfume, cologne, or aftershave

Should you cover up tattoos for a job interview?

“If you can conceal the ink, do so. “Job interviews are already uncomfortable, so don’t exacerbate things by having to worry about your tattoos being visible. Consider wearing a full suit (or long sleeve). Accessories like rings and watches can hide certain tattoos, but make sure they don’t shake when you move. Concealers like Dermablend are also an option.” Kristen Foltz, University of Tampa professor and author of the recent research paper *The Millennial's Perception of Tattoos: Self Expression or Business Faux Pas?*

“Some body art (e.g., neck tattoos) can’t be as easily concealed. Since the interviewer is going to notice, “address the elephant in the room and ask whether your tattoo will affect your job candidacy,” Then shift the conversation back to what you bring to the company. You want to be remembered for your skills and your value, not for what you wear or have on your body.” Diane Gottsman, owner of The Protocol School of Texas, a company specializing in executive leadership and business etiquette training.

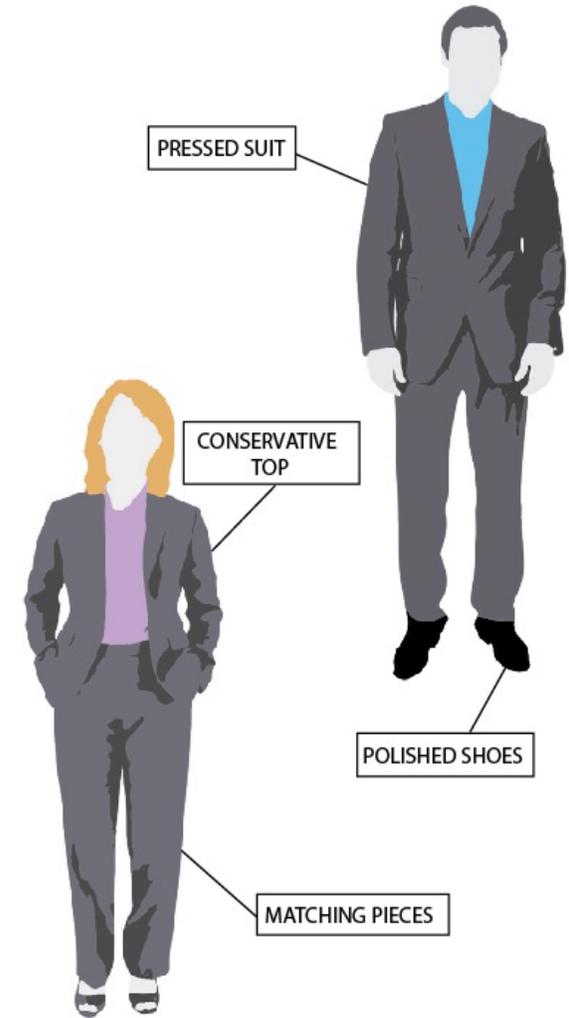


Business Casual
Ideal for
Industries such as:
Retail Services,
Customer Service
Representative,
Food Service

DON'T



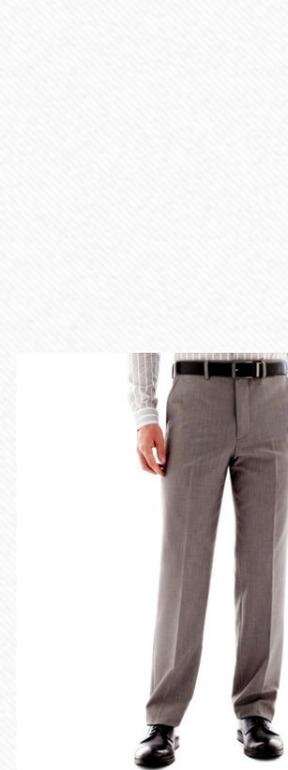
DO



Business Casual Example



Business Casual Examples



Business Casual Footwear & Accessories



Professional Business
Ideal for Industries such
as:
Financial / Banking,
Non-profit Fundraising,
Insurance, Sales /
Marketing, Some
restaurants & retail
store



Business Casual



Professional

Examples of Professional Business Attire

Interviewing Attire

Dos

Jewelry in moderation

Conservative 2-piece suit

Skirt: Knee-length

Hosiery at or near skin color

Dark Shoes



Don'ts

Necklace too large/distracting

No bright colors/patterns

Capris: too casual

No open-toed shoes



Dos

No earrings

Silk necktie with conservative pattern

Shirt cuffs show only slightly at the wrist

Conservative 2-piece suit



Interviewing Attire

Don'ts

Facial hair should be neat & trimmed

Avoid distracting or busy patterns



Professional Business Attire

Men:

Dress Shirts:

- solid colors, preferably white
- long-sleeved, tucked in, and buttoned all the way up
- wear an undershirt

Tie:

- Conservative pattern
- Hang to belt line

Belt:

- Leather – match color and finish of shoes, small buckle

Socks and Dress Shoes:

- Dark colors that match attire (no white socks)
- Over the calf, so no skin is ever visible
- Shine shoes (no scuff marks)



Women:

Makeup:

- Conservative and natural looking - less is more

Blouse:

- Solid color or white

Suits:

- Keep skirt within 3 inches of knees

Nails:

- Neutral polish or none at all
- Remove cracked or peeling polish

Hosiery/Socks:

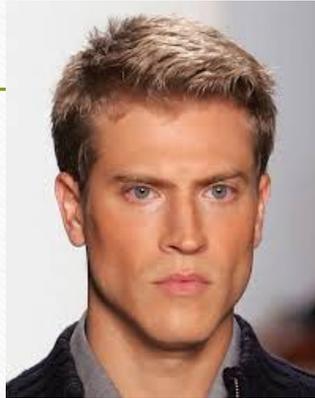
- Flesh toned nylons or dark trouser socks
- No "runs"
- Required with skirt

Shoes:

- 1-2 inch heel or nice flats (no open toe)
- Match color to outfit



Interview Hairstyles



Not Recommended for An Interview



Things to Remember





Interview Etiquette



- Arrive 15 minutes prior to the interview
- Entrance, Enter room with positivity and confidence
- Greet Interviewers as Ms or Mr
- Firm handshake upon entering and exiting
- Good posture with hands on the table
- Eye Contact
- Engage in the conversation
- Ask Questions
- Prepared Resume and Notebook
- Have a list of References available
- Thank You Note
- Follow up



Hand Shake Etiquette



**Improper
Handshake
Etiquette:**

<https://www.youtube.com/watch?v=pPdc-xv9LeU>

**Proper Handshake
Etiquette:**

<https://www.youtube.com/watch?v=lofLQXc43>
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**A JOB INTERVIEW
IS NOT A TEST
OF YOUR KNOWLEDGE,
BUT YOUR ABILITY
TO USE IT
AT THE RIGHT TIME**

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