



**APPROPRIATE  
INTERVIEW  
ATTIRE FOR  
WOMEN**

- A conservative (preferably black) suit with long sleeved shirt, a tie and dress shoes for a formal business interview.
- Nice slacks, a button collar shirt with a tie and a jacket or sweater for a less formal interview.
- Avoid bow ties - wear a conservative tie.
- Always wear dark shoes & dark socks.
- Avoid beards & mustaches -if you cannot help the moustache, make sure it is well trimmed.
- Get a hair cut –a short and conservative style is best.
- Do not wear any earrings.
- Your belt should match your shoes.
- If you use cologne, wear very little.

- Fashionable two-piece, neutral suit for the most formal interview.
- A two-piece dress ensemble or quality pantsuit—for less formal situation.
- Limited, tasteful jewelry and subtle accents to compliment your look, not to distract from it.
- Accessories should match the tone of your outfit.
- Sensible shoes no high heels- 1-2" heels only, no open toed shoes.
- Simple hair accessories and no fancy hair dos.
- Modest fashions no plunging necklines or short skirts.
- A polished look- efficient, not overpowering, attractive, not alluring.
- Perfume and makeup, if worn should be barely noticeable.



**APPROPRIATE  
INTERVIEW  
ATTIRE FOR  
MEN**

**ARE YOU**

*Dressing  
for  
Success ?*

**Look inside for  
tips to improve  
your chance to  
get that job you  
really want.**

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# Never !!!

Most people will base their impression of you within the first 10 seconds of meeting you. Before you even open your mouth to speak, your interviewer will have noticed your appearance so you need to be very careful about how you present yourself.

DO **NOT** WEAR ANY OF THE FOLLOWING TO A JOB INTERVIEW:

**Torn or Dirty Clothing:** Clothes should be clean, free of holes, stains and wrinkles. Shoes should be polished.

**Wild Nail Polish:** Also, extremely long or uncut nails are a no-no. Your nails should be groomed and neat.



**Jewelry That Jangles:** Don't wear more than two rings per hand, or one earring per ear. And no face jewelry or ankle bracelets allowed.

# Also AVOID!!!



**Open-Toed or Back-less Shoes:** Especially no flip flops or sandals.

**Bare Legs:** Wear stockings, even in humid summer weather. Stockings can be in neutral colors or a fashion color to match your shoes.



**Out-of-Date Suits:** If you wear a suit to the interview, it should fit properly, it should be current, and should be neat.

**Short Skirts:** Hemlines should not be more than three inches above the knee. Don't wear capri pants or leggings to the interview.

**Printed or Trendy Handbags:** Purses should be conservative and inconspicuous.



**Wild Colors:** Neutral and solid color clothes are a plus. Don't let your clothing become a distraction.

**Perfume and Cologne,** if worn should be very subtle. Use sparingly!

# MATCH YOUR INTERVIEW OUTFIT TO THE PROSPECTIVE JOB



Dress appropriately for the position. If you are interviewing for a dishwasher position and you show up in a suit, it will look as if you don't understand what the position entails. However, if you are interested in an office position, a suit may show the interviewer that you know how to look professional.

A good rule of thumb is to dress one or two levels higher than the job you're applying for. For instance, while working as a mechanic, you'd probably dress in dirty overalls, but while interviewing for the position you might wear open collar shirt, clean pants and perhaps a sweater or jacket.

ONCE YOU OBTAIN A POSITION, BE SURE TO ASK IF THERE IS A DRESS CODE. IF THERE IS, BE SURE TO

**FOLLOW IT!**

# Always !!!