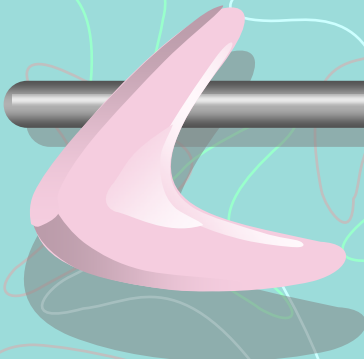


# DRESS FOR SUCCESS





# First Impressions Count

Before going on an interview there are many aspects of your professional appearance that need to be taken into consideration.

- A firm handshake
- Maintaining eye contact
- Posture and body language
- Clothing and grooming



What kind of clothes do I wear?

- **What is the position you are interviewing for?**
- **Where are you applying?**



# What should I wear?

Men

**Most professional:**

Suit and tie, dress shoes

**Business/ Casual:**

Dress pants, shirt, tie,  
jacket, dress shoes.

**Least professional:**

Casual pants, button  
down shirt (no denim or  
sneakers)

Women

**Most professional:**

Business suit

**Business Casual:**

Skirt or pants and blouse



# What should I wear?

Women should:

- Avoid too short hemlines (no skirts above the knee)
- Avoid shirts or blouses that show the midriff
- Avoid trendy colors
- Wear nylons
- No sandals or opened toe shoes, stiletto heels, or chunk shoes
- Wear appropriate undergarments



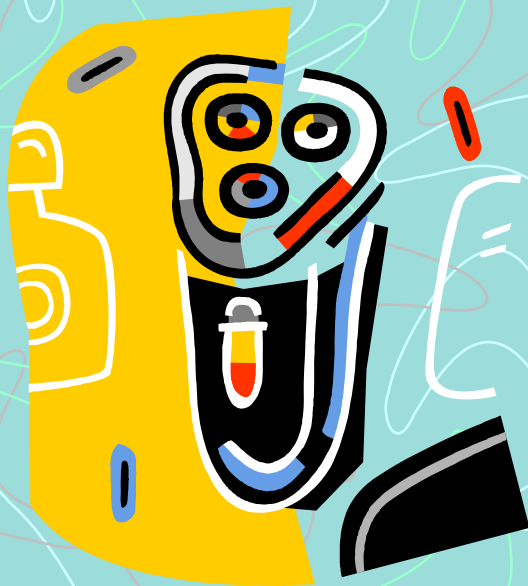
# What should I wear?

- Dress in conservative dark colors (navy blue, black, dk gray)
- Clothes should fit comfortably, not too tight or too big. The “baggy look” is not appropriate for the interview.



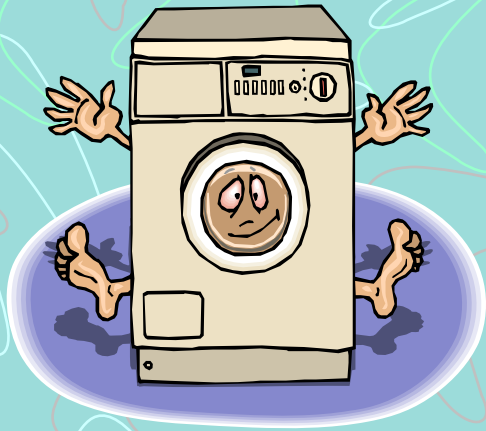
# Grooming

- Hair should be neatly trimmed / styled and clean. Men should be clean-shaven or facial hair should be neatly trimmed.



# Clothing and Jewelry

- Clean, unstained, untorn, ironed clothing should be worn. Jewelry should be kept to a minimum. Shoes should be polished.





# Fingernails

- Clean, trimmed nails
- Women's nails should be at a conservative length with light or clear polish, if any.



# Hygiene

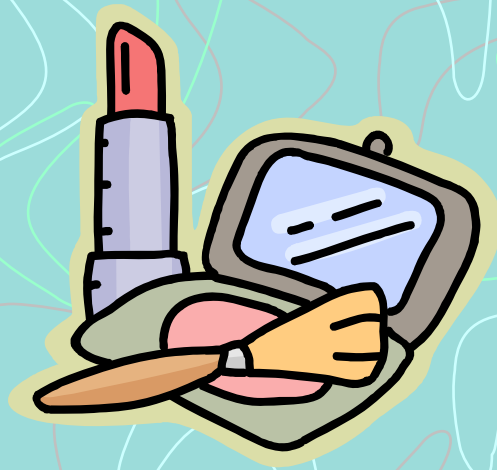
- Shower / bathe the day of the interview, and wear deodorant.
- Avoid wearing too much cologne / perfume (be aware of other people's possible allergies).
- Oral hygiene is very important, make sure to brush your teeth before leaving for the interview.





# Makeup


- Women should not wear too much makeup.





# What If You Are On A Tight Budget?

- Mix 'n Match
- Conservative Colors
- Thrift Stores
- CW Clothing Closet



So Now You Are Dressed For The  
Interview.....What Next?



# What To Bring:

- The interviewer's name
- Company address and phone number
- Money for parking / cab / bus / payphone
- Extra resumes and references
- Portfolio if you have one
- Pen (blue or black ink only)





# What **NOT** To Bring

- Your children
- A friend or spouse
- Avoid large purses or briefcases.



# Always

- Offer a firm handshake when greeting your interviewer(s).
- Remember the name of the person you are meeting with and the time your scheduled interview.
- Ask for a business card upon ending the interview.



# Never:

- Use Cell Phone
  - Eat
  - Smoke
  - Chew Gum
- Use Alcohol or Drugs



# Chautauqua Area Thrift Stores

## ➤ **Twice is Nice**

1739 Foote Avenue

Jamestown, NY

Phone: 716-487-1311

Tues – Fri 10am-4pm

Sat:10am-2pm



# Chautauqua Area Thrift Stores

## ➤ **Salvation Army Thrift Store**

585 Fairmount Ave

Jamestown, NY

Phone: 716-483-6434

Mon-Sat 9am-8pm



# Chautauqua Area Thrift Stores

- **St. Luke's Thrift Shop**  
409 Pine Street  
Jamestown, NY  
Phone: 716-664-1887





# Chautauqua Area Thrift Stores

## ➤ Jan's Next To Used Clothing

1024 Washington Street

Jamestown, NY

Phone: 716-487-0957

Tues-Fri 10am-5pm

Sat: 10am-3pm

# Least Professional Female Attire



## ● **Negative Comments:**

Discourage the transparent blouse

Much too casual for interviewing in most work environments.

Too much trendy apparel can make a statement about how serious you are as a candidate.

## **Mixed Comments:**

Leather blazer is just fine, it just does not work with the retro-see through blouse in our environment. If she had on a turtleneck for a winter interview, I think it would be just fine.

The leather jacket is not a problem, the blouse and slacks are.

Leather is never appropriate for an interview, and anything transparent should be avoided.

# Business Casual Female



## **Negative Comments**

The blouse is way too tight, and for an interview I would suggest white.

Buttons on the blouse are pulled tight suggesting it is too small. This makes the person's appearance seem disheveled.

## **Mixed Comments**

Too casual for the interview but fine for the office.

This would be a typical workday outfit.

# Most Professional Female

## **Positive Comments**

The jacket length would bother me if she wasn't wearing the trousers, but she looks fine.

The overall appearance is semi-formal and business-like, yet confident and comfortable.

Very nice outfit, can work for interview or job.

## **Negative Comments**

The jacket is too long.

She looks very warm. I would think of the jacket as an outer coat based on the sweater.



# Least Professional Male



## **Negative Comments**

The sweatshirt looking sweater is too sloppy.

Pants are too long. Sweater is fine for the office, but definitely should not wear to interview.

My biggest suggestion: Hem those pants.

## **Mixed Comments**

This gentleman doesn't look particularly sloppy but that is the risk you run with long khakis and a sweater.



# Business Casual Male



## **Positive Comments**

Great for interview or business meeting.

Although some interviewers may prefer matching slacks and blazer, this would not be inappropriate.

## **Negative Comments**

The pants should coordinate better with the jacket.

His facial hair is distracting, and his pants need hemmed, but his attempt deserves merit.



# Professional Male Dress



## **Positive Comments**

Really nothing could be changed about this outfit.

Immediate impression is “THIS IS A PROFESSIONAL!”

Exactly what I would expect from an interviewee.

## **Mixed Comments**

Make sure to know how casual the company that you interviewing at is. This could be far too formal for many companies.