

APPEARANCE

The first impression an employer makes is often based on appearance.

True or False

You are judged by the way you dress

__ It's better to underdress than overdress when uncertain

__ Your clothing choices impact the way you feel and perform

__ Business casual is the same as business professional

__ People make different assumptions about you within 7 seconds

Examples of Appropriate Attire for Women

**Business Casual
Attire**



**Business
Professional Attire**



Examples of Appropriate Attire for Men

Business
Casual Attire



Business
Professional Attire

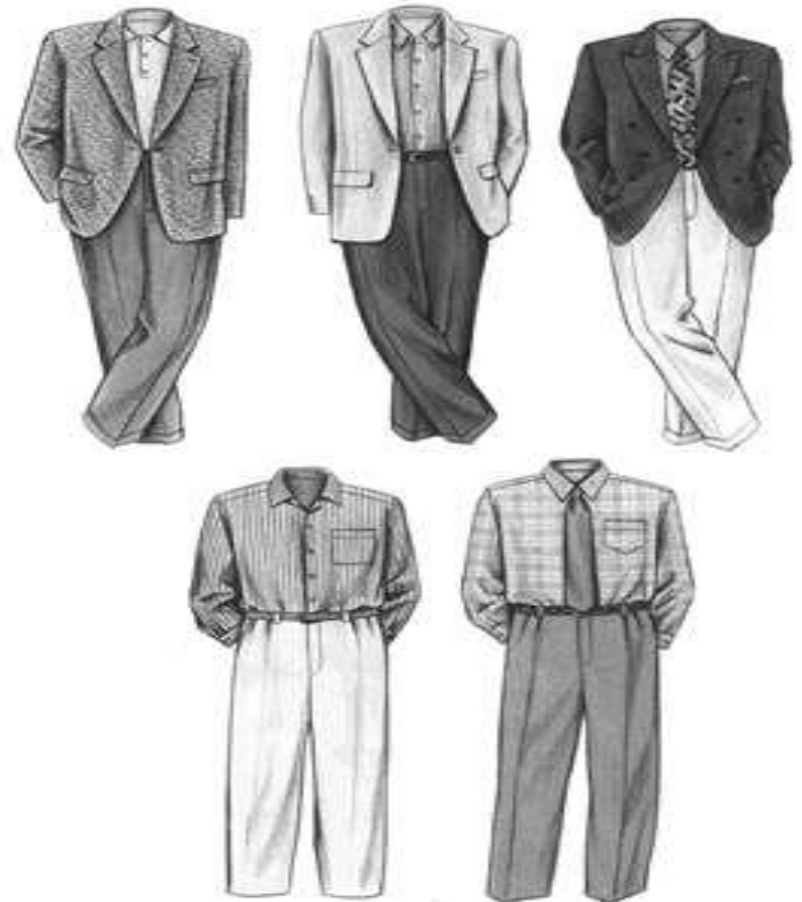


Illustration Samples

Business Casual for Women



Business Casual for Men



What is too casual?



What is Inappropriate Attire for Work?



Examples of Unprofessional and Inappropriate Attire

- Midriff baring clothing
- Miniskirts
- Excessively high heeled shoes
- Caps (headwear) indoors
- Very tight clothing

Clothing that reveals cleavage, your back, your chest, your stomach or your underwear is not appropriate for the workplace, even in a business casual setting.

Acceptable Attire

- ❑ **Slacks, Pants, and Suited Pants:** Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, and nice looking dress synthetic pants are acceptable.
 - ❑ **Skirts, Dresses, and Skirted Suits:** Skirts that are split at or below the knee are acceptable. Dress and skirt length should be no shorter than four inches above the knee, or a length at which you can sit comfortably in public.
 - ❑ **Shirts, Tops, Blouses, and Jackets:** Dress shirts, tops, and turtlenecks are acceptable. Most suit jackets and sport jackets are also acceptable.
 - ❑ **Colors:** Black, navy, charcoal (gray) and brown are acceptable. Bright, shiny, or distracting colors should be avoided.
 - ❑ **Shoes and Footwear:** Loafers, boots, flats, dress heels, and leather deck shoes are acceptable. Shoes and heel shoes should be closed toe. Wearing no stockings is acceptable if the look is appropriate to the outfit.
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Which is appropriate?

A)



B)



C)



D)



E)



F)



Which is inappropriate?



Appearance

- ❑ **Accessories:** Should be in good taste, no big bulky jewelry or belts/buckles, no visible body piercing other than pierced ears.
 - ❑ **Jewelry, Makeup, Perfume, and Cologne:** Should be in good taste.
 - ❑ **Fingernail and Tattoos:** All visible tattoos should be covered. Nails should be short and clean. Women wear clear or light color polish. No metallic polishes.
 - ❑ **Hats and Head Covering:** Hats and caps are not appropriate. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.
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THE INTERVIEW

The best way to feel confident for an interview
is to prepare.

Preparing for an Interview: Research

- Part of preparing for an interview involves researching the company you are interviewing for.
 - The internet and local newspaper stories are two good sources of information
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Preparing for an Interview: During the Interview

- Give a strong firm handshake
 - Maintain eye contact
 - Use proper tone of voice
 - Ask questions at the end
 - Ask questions about the company (I noticed that...., can you tell me more about that)
 - Ask questions concerning the position (What is the most challenging aspect of this position)
 - Do NOT ask questions about salary.
 - Say Thank You and end with a hand shake.
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Preparing for an Interview: Thank You Letter

- Send thank you note by email or traditional mail within 24 hours of the interview.
 - If the interview was casual, send a hand-written thank you note card or email.
 - If the interview was a traditional business format, send a typed business thank you letter and send via traditional mail.
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Preparing for an Interview

Things to Remember

- Rehearse
- Arrive Early
- Give firm handshake
- Maintain eye contact
- Answer questions clearly
- Ask Pertinent questions
- Smile
- Showcase talent
- Say Thank You at end of interview

Pitfalls

- Bringing friends to interview
 - Leaving cell phone on
 - Chewing gum
 - Not bringing extra copies of resume or reference list.
 - Saying “ummm” or “you know” or “like” too often
 - Mumbling and using poor grammar.
 - Fidgeting
 - Lying to employer (fraud)
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“The job doesn’t always go to the most qualified person. It goes to the person who makes the best impression.”
