

BITE-SIZED CAREER STRATEGIES

Dress For Success

An interview is a formal occasion and you should dress appropriately. Your clothes are likely the first thing the interviewers will see so it is important to make a good first impression. Even if you are interviewing in your own office, you should demonstrate your respect for the process. It is just as easy to overdress as underdress, so you need to be respectful of the organizational culture. If you do not work for the organization currently, you can go to the building and observe people as they arrive and leave work, to get a feel for how people dress.

The rule of thumb is to dress for the job you are applying for so your interviewers can "see" you in the role. Suits — or at least jackets-- are still considered the standard in many workplaces, for both men and women. Keep the colors conservative (black, navy, grey) and make sure your shoes are shined, your hair is freshly cut, and jewelry is kept to a minimum.

Even in more casual workplaces, a pair of khaki pants, a collared shirt, and a sport coat for men is considered appropriate. If no one is wearing a jacket, you can take it off. For women, pants are acceptable, along with a jacket or jacket-like sweater (or sweater 'set').

Other tips include:

- Clothes should fit properly; pants long enough, no cleavage, no short skirts (you should be able to sit comfortably in a skirt, if you're wearing one) and be clean
- Cover your tattoos and remove any facial jewelry
- Shoes should be polished and heels, if you're wearing them, should be low
- No scents, whether perfume or aftershave
- Nails should be clean and trimmed
- Carry a portfolio to contain any papers you bring
- Pick your clothes out the day before so you do not have to think about it the day of the interview
- No cell phones, gum or food/drink



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