

HOW TO DRESS FOR AN INTERVIEW

CONSERVATIVE and PROFESSIONAL are key words for appropriate attire at a job interview. Like it or not, people make judgments based on dress. The type of dress depends on the position: a welder in a dark conservative suit may come across as not wanting to get dirty. An accountant does not seem as professional in a pair of khakis and a polo shirt.

WOMEN

- **Suits/Skirts:** Suits convey the greatest professionalism, authority, and competence
Dark colors – navy blue, gray, black
Knee-length hem
- **Blouses:** Solid colors – white, beige, red
Long-sleeved; tucked in
- **Dresses:** Long-sleeved
Gray pinstripe, navy blue, tan, black -- stay away from floral designs
Knee-length hem
- **Pantsuits:** A well-tailored pantsuit may be acceptable
Dark colors – navy blue, gray, black
- **Hosiery:** Flesh-toned or dark colored; no runs
- **Shoes:** Basic pump/dress shoe with moderate-sized heel (or flats) -- black, navy blue, beige
Closed heel and toe; polished; no decorations
- **Nails:** Nails should be manicured at a medium length
Either no polish or a neutral-colored polish
- **Make Up:** Look natural with little or no makeup
- **Hair:** Hair should be combed; long hair pulled back
One shade -- preferably a natural color
Keep hair gels and sprays to a minimum
- **Jewelry:** Limit jewelry
One ring per hand; one set of earrings (no bigger than a nickel); one necklace inside blouse
A good quality watch is acceptable
No nose/eyebrow rings
- **Misc:** Bathe, use deodorant, and use little or no perfume
Teeth brushed, breath fresh

MEN

- **Suits/Jacket:** Suits convey the greatest professionalism, authority, and competence; single-breasted is a more classic look
Dark colors – navy blue, gray, black
- **Pants:** Dress pants or khakis for a more casual look
Pants should be pulled up to waist
- **Shirts:** Solid color – preferably white
Long-sleeved; tucked in
- **Ties:** Wear an “updated” tie (not loud or wild); the smaller the pattern, the more authority
Projected
- **Belts/Shoes:** Preferably leather; belt and shoes the same color
Polished dress shoes or clean casual shoes
Dark-colored dress socks (not white)
- **Hair:** Hair should be combed; long hair pulled back; clean shaven
One shade -- preferably a natural color
Keep hair gels and sprays to a minimum
- **Jewelry:** Limit jewelry
One ring per hand; no earrings or nose/eyebrow rings; one necklace inside shirt
A good quality watch is acceptable (not one with all the gadgets)
- **Misc:** Bathe, use deodorant, and use little or no cologne
Teeth brushed, breath fresh

DO NOT

- Wear clothes that are wrinkled
- Wear tennis shoes, sandals, flip flops, or boots
- Wear jeans, shorts, or sports-themed jackets
- Wear sagging or overly baggy clothes
- Wear revealing, tight-fitting, or see-through clothes
- Wear ripped clothes or clothes with patches
- Wear hats or sunglasses