

APPEARANCE

Forty percent of the job seekers who stay unemployed do so because of their personal appearance.

Many people have the attitude that they should not be judged by their appearance, but by how well they do their job. Reality is that your appearance is the first thing that most employers will notice. The employer's first **'visual'** perception of you can be the hiring factor.

Think about it. When you meet someone for the first time, don't you immediately size him or her up? Employers are no different. Their first impressions are formed by what they see. If you look neat and clean the employer will see someone who takes pride in their work. If you look like a slob, the employer will assume your work will be sloppy.

WHAT TO WEAR TO AN INTERVIEW

What you wear to an interview depends on what kind of position you are applying for. A good rule to follow is to always dress one step above the position you are applying for. If you are interviewing for an administrative position you should wear a business suit. If you are interviewing for a technical position wear dress clothes; for example, dress pants or a skirt, dress shirt or a nice blouse, a conservative dress. Men should wear a tie. If in doubt, wear a suit. Avoid clothes that are too casual. **NEVER WEAR JEANS!!!** Remember, you want to make a good impression.

Always have your outfit picked out before the day of the interview. Make sure everything is clean, neat, freshly pressed, and fits.

Make sure your shoes are appropriate for the interview and polished. Never wear sandals or open toe shoes. Women should always wear nylons.

CHECK LIST

- Wear clean freshly pressed clothes
- Wear appropriate clothes
- Shine your shoes
- Take a shower
- Shampoo your hair
- Shave
- Brush your teeth
- Use mouthwash
- Use deodorant
- Avoid flashy colors or loud fashions
- Avoid excessive jewelry
- Avoid perfumes or colognes
- Clean and trim your nails
- Comb your hair
- Get a good night sleep

EXECUTIVE UNIFORM

WOMEN

Jacket or blazer with a matching
linen or wool skirt
Man tailored shirt blouse, cotton or
silk in contrasting color

MEN

Suit
Dress shirt
Tie

BEST SUIT COLORS

Gray, navy blue, or browns

BEST SHIRT/BLOUSE COLORS

White or off-white

- WEAR CONSERVATICE COLORS-BLUES, GRAYS, AND BROWNS.
- MAKE SURE IT IS A FLATTERING COLOR FOR YOU!

HOW TO SHOP FOR YOUR INTERVIEW/JOB WARDROBE

- ✓ Make a list of your clothing needs.
- ✓ Inventory your present wardrobe.
- ✓ Repair or remodel garments, which can be of service to you.
- ✓ Get rid of clothing you cannot use. Have a garage sale!
- ✓ Carry color swatches or specific articles of clothing with you to match colors exactly.
- ✓ Carry your list of needs with you always.
- ✓ Be certain all articles of clothing fit properly.
- ✓ Consider only articles that are on the list.
- ✓ Buy only the articles on your clothing list and within your present budget.
- ✓ Shop second hand and thrift shops often.

CAUTION: DO NOT OVER BUY FOR YOUR CAREER. THE POSITION YOU ACCEPT MAY NOT REQUIRE THE TYPE OF OUTFITS YOU HAVE PURCHASED.

