

# How To Dress For Interview Success

The way you dress for the interview speaks volumes before you utter your first words. Make sure that what you wear is not a distraction or hindrance in reaching your ultimate goal.

One well-chosen business suit will serve you well from interviews to the first day on the job and beyond. Consider alternating between several different shirts or blouses and coordinated ties, shoes or accessories.

## Men and Women

- Clothes: Conservative two-piece business suit (dark blue or gray solid is best) and conservative shirt/blouse (white is best, light color is next best). Shoes should be clean and polished.
- Hair and hands: Hair should be clean and well-groomed, fingernails trimmed and clean.
- Scents: No gum or cigarettes; Use aftershave or perfume, if any, sparingly
- Jewelry: Be sure to wear a watch. (No telling time by checking your phone!) Avoid body piercings. If you wear gauges, wear neutral color solid plugs rather than gauges with visible holes.
- Tattoos: If you have tattoos on your arms or neck, cover with long sleeves, collar or scarf.
- Pockets: Should be empty, except perhaps for a tissue or handkerchief. No bulges or tinkling coins
- Portfolio: Bring a portfolio to hold spare copies of your resume, note paper, and a list of questions to ask your interviewer

## Men

- Tie: Choose a conservative pattern. If you don't normally wear one, practice tying it so that it will look sharp.
- Shoes and socks: Wear dark shoes (black lace-ups are best) and dark socks (black or matching your suit – never white).
- Facial hair: Clean shaven is best, but if you wear a beard and/or a mustache, they should be short and neatly trimmed.
- Jewelry: No rings other than wedding ring or college ring, and no earrings unless you need to wear a plug for your gauge. Avoid chains, bands or visible necklaces.

## Women

- Shoes: You need to be able to walk and stand comfortably in them. Consider low heel shoes (2" inches) with a closed toe and back (no sling backs).
- Hose: If you are wearing a skirt, wear conservative hosiery at or near skin color. Make sure they have no runs in them.
- Makeup: Use makeup sparingly. If you use nail polish (not required), use either clear or a conservative color
- Jewelry: No more than one ring on each hand (although two are OK if they are your wedding and engagement rings). Limit earrings to one pair, and keep all jewelry to a minimum.

Remember that while the above are general guidelines, what is most appropriate can vary greatly among different industries. Clearly, you could dress quite differently to interview for a position in advertising than you might for one in accounting. If you are still not sure how to dress for the interview, call the employer and ask. This is one time, however, when you *don't* want to call the hiring manager. Instead, ask to be put through to Personnel and say: "I have an interview with----- in the ----- department for a position as an-----. Could you please tell me what would be appropriate dress for this interview?"