

Career Dressing

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Interview Attire Men



- A two piece suit in navy or another dark color
- A tie in a simple pattern that matches the colors of your suit
- button down dress shirt (white or pastel)
- polished dress shoes in a dark color
- No earrings! If you normally wear one, take it out
- Get a haircut. Short hair always fares best
- clean trimmed fingernails
- minimal cologne
- Light briefcase or portfolio case

Interview Attire for Women



- A neutral colored suit in navy or another dark color with a skirt
- Skirt length should be a little below the knee and never shorter than above the knee
- Blouses should be cotton or silk (white or light pastel color)
- Pantyhose should be flawless (no runs) and conservative in color. (You may want to bring an extra pair with you)
- Basic pumps with 1"-2" heel (No strappy sandals or platforms!)
- Simple Accessories. No visible body piercing (nose rings, eyebrow rings, etc.)
- Make-up should be minimal and in conservative tones
- minimal cologne or perfume
- Light briefcase or portfolio case

First Impression

Clothing

- Should make you look competent, successful and capable and have a finished appearance.
- Clothing that is appropriate to the occasion, the environment, the season
- Clothing that is well coordinated
- Clothing that helps people relate to you, makes you approachable, does not make you stand out inappropriately
- Clothing that is clean, mended, pressed and neat
- Clothing that fits and flatters your body type

First Impression

Grooming

- Good hairstyle
- Cared-for nails
- Make up that is flattering and somewhat conservative
- Tailored, fashionable accessories and jewelry
- Perfume/cologne that is not overpowering (“meant to be discovered”)

First Impression

Posture

- Stand tall. Have good posture.
- Have direct eye contact with people.
- Smile, be approachable.
- Have a solid, self-assured hand shake.
- Know how to properly introduce yourself and others.
- Have two or three things you can talk comfortably about

Specifics for Women's Business Casual

- **Pants/Skirts:** Women can wear casual pants or skirts. For the most businesslike appearance, pants should be tailored. A knee-length skirt is preferable although a long skirt may be considered.
- **Shirt/Sweaters/Jackets:** In addition to tailored shirts or blouses, tailored knit sweaters and sweater sets are appropriate business casual choices for women. A tailored jacket may also be worn.
- **Shoes and Hosiery:** Closed-toe shoes, sandals which are neither extremely dressy nor extremely casual are appropriate. Regardless of what is in style, avoid extreme. Make certain you can walk comfortably in your shoes. Hosiery should be considered with skirts.
- **Cologne, Hair, Jewelry, Backpack:** For appropriate attire, review the suggestions above under Interview Attire.

Specifics for Men's Business Casual

- **Ties:** Ties are generally not necessary for business casual, but if you are in doubt, you can wear a tie.
- **Shirts:** Long-sleeved shirts are considered dressier than short-sleeved and are appropriate even in summer. Choosing white or light blue solid, or conservative stripes is your safest bet. Polo shirts (tucked in, of course) are acceptable in more casual situations.
- **Socks:** Do wear dark socks, mid-calf length so no skin is visible when you sit down.
- **Shoes:** Shoes that are in good condition should be worn. No sandals, athletic shoes or hiking boots.
- **Cologne, Hair, Jewelry, Backpack:**

Do's

- **DO:** Invest in your business wardrobe. A classic suit still goes a long way to making an impact. To update it, you can add a fresh color in your accessories, and add some personal flare in your shoes, watch, handbag, and jewelry.
- **DO:** Invest in good quality accessories. A good watch is noticed and lasts for many years. A leather handbag and shoes that are the newest shape, can look serious yet up to date. The small details of your outfit can make the difference.
- **DO:** Tailor your clothes. Nipping in a jacket or skirt so it fits your body perfectly can make a \$200. suit look like a \$600. suit.
- **DO:** Pay attention to grooming. It Pays to spend money on a good haircut because your hair is one of the first things people notice. Make sure your nails are polished in a neutral shade, and that your makeup is subtle, and highlights your best features.

Don'ts

- **Don't:** Over-accessorize: nothing makes you look unprofessional like too much bling at the office. Save the snazzy stuff for the weekend.
- **Don't:** Wear too much perfume. Keep your scent very subtle for day. Remember that you may be working in close quarters with other people. They should only smell your perfume when they are standing next to you-not three feet away.
- **Don't:** Show too much skin. Showing Cleavage, too much leg, your midriff, or any body part meant to be covered, will drastically limit your career moves. Dress to impress by showing your conservative side at the office. Remember – business is business.

TIPS: During the Meal

- Don't order messy food-pasta with lots of sauce, chicken with bones, ribs, big sandwiches, and whole lobsters are dangerous.
- Don't order the most expensive entrée on the menu.
- It's wise not to drink alcohol during an interview. Interviewing is tough enough without adding alcohol to the mix
- Do order food that is easy to cut into bite-size pieces.
- The polite way to eat soup is to spoon away from you. There's less chance of spilling in your lap that way too!
- Break your dinner roll into small pieces and eat it a piece at a time.
- If you need to leave the table, put your napkin on the seat or the arm of your chair.
- When you've finished eating, move your knife and fork to the "four o'clock" position so the server knows you are done.
- Remember to try and relax, listen, and participate in the conversation.

After the Meal

- Put your napkin on the table next to your plate
- Let the prospective employer pick up the tab. The person who invited you will expect to pay both the bill and the tip.
- Remember to say “thank you”. Consider also following-up with a thank you note which reiterates your interest in the job.