

Interview Checklist

The initial impression that you create from your appearance in an interview can have considerable impact on the interviewer's overall evaluation of your suitability for a position. The key here is to dress conservatively. Statistics confirm that applicants who look professional are hired faster, get better jobs and may even start with better salaries.

NOTE: Posture is also a part of your appearance. Stand tall, sit relaxed, be attentive and speak up. While some of these tips may seem to be common sense, candidates tend to forget the dress protocol of a professional interview.

Women

- Suit or tailored dress of moderate color
- Beige, taupe, gray or vanilla hosiery
- Flats or pumps
- Belts should match shoes

- Light perfume, if any

- Clean hair and under control
- Deodorant
- Clean nails no chipped polish
- Attaché case or handbag –not both
- Limited and simple jewelry

- No chewing gum or smoking
- Fresh breath

Men

- Suit or sports jacket and slacks (gray, black, blue)
- Over the calf socks
- Polished shoes
- Fresh shave, no fragrant aftershave
- Neat hair

- Deodorant
- Clean nails
- Attaché case
- No sagging coat lining
- No chewing gum or smoking
- Fresh breath

Note: All apparel is clean and pressed. Attention to these details tells the employer whether or not you are serious about the job. Shining shoes is more affordable than buying a new pair, it is important for shoes to be properly maintained.

What is Business-Casual

The foundation of a business casual wardrobe is a classic jacket for both men and women. Men can wear khaki pants, polo-style shirts or sweaters, shirts without ties and loafers. Women can wear pants or trousers, open collared blouses, sweater sets and low heeled shoes. Business casual is not: jeans, beachwear, exercise clothing, stretch pants, t-shirts, gym shoes, or anything too revealing or mini-skirts. Unless you are told otherwise, assume appropriate interview attire is BUSINESS PROFESSIONAL.