



(CEIS) Career, Education and Information Services: Tips For Job Interview Success

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Career and Education Information Services can give you advice on dressing for your interview and thinking about the image you want to project. "Struggling to decide on an outfit for your upcoming job interview: What you wear to an interview creates an image or perception of the type of person you are, so choosing your attire is critical to presenting yourself as the right candidate to hire" (*Forbes*, 2014)

One or two well-chosen business suits will serve you all the way to the first day on the job and beyond. Then, when you are making some money (and have a chance to see what the standard "uniform" is for the company), you can begin to round out your wardrobe. For now, no one will fault you for wearing the same sharp outfit each time you interview. If you desire some variety within a limited budget, you might consider varying your shirt/blouse/tie/accessories as a simple way to change your look without breaking your wallet.

For those of you who need a quick review of the basics, follow these guidelines for successful interview dress:

Men and Women

- Conservative two-piece business suit (solid dark blue or grey is best)
- Conservative long-sleeved shirt/blouse (white is best, pastel is next best)
- Clean, polished conservative shoes
- Well-groomed hairstyle
- Clean, trimmed fingernails
- Minimal cologne or perfume
- Empty pockets—no bulges or tinkling coins
- No gum, candy, or cigarettes
- Light briefcase or portfolio case
- No visible body piercing (nose rings, eyebrow rings, etc.) or tattoos

Men

- Necktie should be silk with a conservative pattern
- Dark shoes (black lace-ups are best)
- Dark socks (black is best)
- Get a haircut; short hair always fares best in interviews
- Fresh shave; mustaches are a possible negative, but if you must, make sure it is neat and trimmed
- No beards (unless you are interviewing for a job as a lumberjack!)
- No rings other than wedding ring or college ring
- No earrings (if you normally wear one, take it out)

Women

- Wear a suit with a jacket and skirt or slacks; no dresses
- Shoes with conservative heels
- Conservative hosiery at or near skin color (and no runs!)
- No purses, small or large; carry a briefcase instead
- If you wear nail polish, use clear or a conservative color
- Keep your makeup simple and natural (it should not be too noticeable)
- No more than one ring on each hand
- One set of earrings only

"As the old saying goes: 'Perception is reality.' Think about the image you want to project during your interview and then choose an outfit that will create a positive perception and is appropriate, given the time of year, your geographic location, and the job/company/industry." —Lisa Quast, Author *Your Career, Your Way!*



[Two-button notch lapel suit]Image ID: 1599912

