



Interview Dress Guide

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Interview Attire for Women

Wear a Suit: Women have the alternative to wear a pant suit or skirt suit. Wear colors such as blue, black, gray, or tan. Look conservative and avoid skirts or pants that are too tight. Tailor your suits to your body type and make sure you have them dry cleaned and pressed. Stay away from brightly colored suits and patterns. Keep current with trends.

Blouses: Use neutral colors with a simple collar. Ask about the corporate culture of an office prior to the interview. Make sure that your blouse is fitted and not showing any body parts. Dry clean and press your blouse prior to the interview date.

Shoes: Make sure that you do not have open toe or shoes that show the back of your heel. You should not wear stilettos or high heeled boots. If there is an issue with the weather, change your shoes in the car before you enter the building.

Stockings: Make sure to wear neutral colors that match your skin tone and avoid patterns or loud colors.

Accessories: Do not use jewelry that has your name on it, dollar signs, political or religious affiliations. Rings should be limited to an engagement or wedding ring. If you use watches, make sure it is not a sports watch. All jewelry should be simple yet elegant.

Hair & Eyebrows: Should be straightened or pulled back away from your face. Eyebrows should be plucked or waxed. Don't put too much perfume or lotion on your hands.

Interview Attire for Men

Wear a Suit: Tailor your suits to your body type and make sure you have them dry cleaned and pressed. Stay away from brightly colored suits and patterns. Colors for your suits should be black, charcoal-grey, and navy blue.

Shirts: Wear long sleeved white, off-white, light blue cotton shirts that are fitted. Make sure to measure your neck size and the length of your arm. If you go to a tailor, they should be able to tell you your measurements.

Ties: Wear solid colored ties with little or no design.

Socks: Leave white tube socks for sports. Good colors for socks are black, dark gray, dark brown or dark blue.

Shoes: Professionally shine or buy yourself a kit for shoes. Shoe colors should match the suit, either black or brown.

Facial Hair: Shave the night before the interview and avoid any cuts to the face if you shave the day of the interview. Check nose hairs and take them out with a nose trimmer. Make sure you have cut your hair and look presentable. Limit the use of cologne.

Do's for Women and Men's Suits

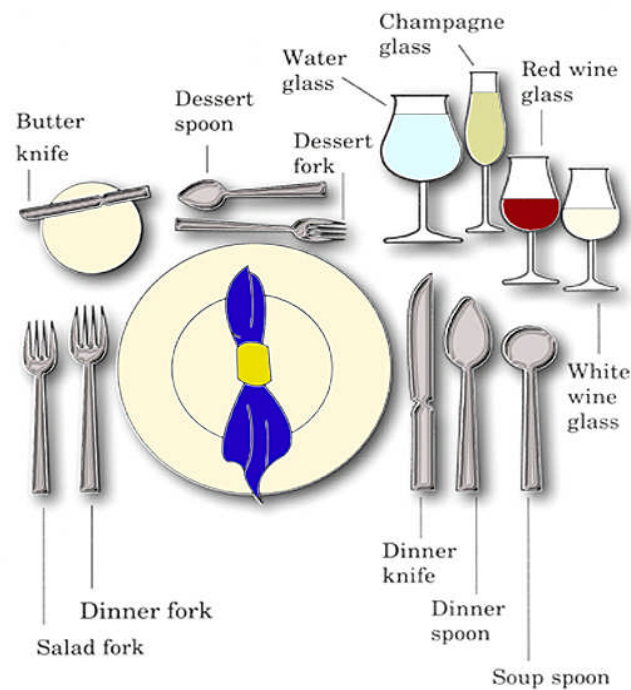


Don'ts for Women and Men's Suits



Lunch or Dinner Interview Tips

1. Arrive at your lunch or dinner interview on time. Call the restaurant or office for accurate directions.
2. Let your friends and family members know that you will not be available for at least two to three hours due to an interview. Make sure your cell phone is off.
3. Shake hands when you meet with the Recruiter or Hiring Manager. Do not be surprised if there are more than two people interviewing you while you are eating. Bring your portfolio in case the interviewer has not studied your resume.
4. Review the menu and don't order the most expensive meal. The interviewers will be paying for the meal. Remember, you are being scrutinized on everything you do during the interview.
5. Remind yourself of table manners. Ladies, don't put your purse on the table. Keep your elbows off the table and put the napkin on your lap. Sit up straight in your chair.
6. Do not order any alcoholic beverages. You are not eating lunch or dinner with your best friend. Once the food arrives, take small bites and don't shovel food in your mouth. Never reach across someone's plate to get an item. Always ask for it to be passed.
7. Don't talk with your mouth full of food. If your utensils happen to fall on the floor, ask the waiter for a new set.
8. Analyze all questions and make sure you have finished chewing your food before you answer.
9. When you have finished eating your food, make sure to leave your utensils on the plate and not on the table.
10. After your meal, excuse yourself to the bathroom and wash your hands.
11. If you are a smoker, wait till after dinner to light up your cigarette.
12. At the end of the meal, take a business card and send a thank you note to the interviewers. This is a great time to remind them that you are the candidate for the position.



Here is a diagram of how your dinner setting will look like. If you are not used to fine dining, all of the spoons, knives, and forks might confuse you. Start from the outside utensils and work your way in towards the plate. The salad and dinner forks are on the left. The soup and dinner spoon are preceded by the dinner knife. The butter knife and bread plate will be above to your left. The dessert fork or spoon is in front of the main plate. Your beverages will be to the right, above your spoons and knife.