

# Tips for Success: PROFESSIONAL DRESS

## Business Professional Appearance

### Clothing

- Suit in solid color (navy, dark gray, black) or light pinstripe. If skirted suit, knee length and no extreme slits.
- Polished and closed-toe shoes, basic dark pumps with medium or low heels.
- Conservative tie, simple, and neat.
- Over the calf dark socks.
- Always wear hosiery and keep color neutral.

### Accessories

- Simple and basic jewelry. Nothing that dangles or is distracting.
- Clutch or small shoulder bag, choose between an attaché case or handbag (not both).
- Avoid flashy cuff links, rings or neck chains.

### General

- Clean nails. Subtle color if polished.
- Make-up should be minimal.
- Light fragrance, if any.
- Neat hair style with hair pulled back from face.
- Remove body piercing, except for one conservative earring in each ear. Cover tattoos.
- No smoking or chewing gum.
- One ring per hand.
- Quality pen, portfolio, briefcase and extra copies of your resume and letters of reference.

## Business Casual Appearance

The overall goal of business casual is to look neat and professional while also maintaining comfort. Below are basic guidelines for simple yet sophisticated business casual pieces.

### Clothing

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress pants are acceptable. Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire. Most suit jackets or sports jackets are also acceptable.

### Shoes and Footwear

Conservative loafers, clogs, boots, flats, dress heels, and leather deck-type shoes are acceptable for work.

### Jewelry, Makeup, Perfume, and Cologne

Should be in good taste, with limited visible body piercing.



# TIPS FOR SUCCESS: INTERVIEWING

## DO'S

Know yourself (skills, abilities, goals, interests, values, strengths/weaknesses, etc.)

Know your potential employer (position you're interviewing for, primary products, services, etc.)

Read employer literature.

Look professional.

Be on time. (Arrive at the site 15 minutes early to check your appearance, compose yourself, etc.)

Be clear, concise, and to the point.

Send a thank-you follow-up. Get correct names and titles.

Bring appropriate materials (resume, transcript, etc.) in a portfolio.

Share your success stories.

Find out when a decision is expected to be made.

Give a firm handshake.

Maintain eye contact.

Prepare several insightful questions.

Be positive & enthusiastic.

Listen carefully.

Market yourself.

Think before you answer.

Give concrete examples to support your points.

Be assertive, not aggressive.

## DON'TS

Don't be late.

Don't ask about other applicants.

Don't request salary information.

Don't smoke before the interview.

Don't chew gum/eat mints, etc.

Don't slouch.

Don't criticize previous employers, professors, etc.

Don't dress inappropriately. (You must dress to fit in.)

Don't dominate the conversation.

Don't invade the interviewer's physical space.

Don't make excuses. (Give reasons instead.)

Don't tell the interviewer what he/she doesn't need to know, such as personal information.

Don't ramble. (Make your point and stop talking.)

Don't try to be what you're not.

Don't interrupt.

Don't make assumptions.

Don't apologize.

Don't ask obvious or inappropriate questions (about vacation, sick leave, etc.)

Don't be aggressive. (Be assertive.)

Don't rely on other people's words or thoughts. (Use your own.)

