# The Importance of Grooming & Dressing for a Job Interview

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First impressions are seldom more important than on a job interview. Before you have had a chance to discuss your skills, you have already been judged on your appearance and clothing. A job interview is not the place for a trendy fashion statement. Your prospective employer should see that you take the interview seriously and that you have taken care to look your best. To check out what is appropriate, visit the company beforehand to pick up an application or call the human resources department. If you are confident about your appearance, you will project the right professional image.

## Interview Dress for Men

A solid-color suit in wool or a wool blend, either navy or dark gray, clean and pressed, is appropriate for a job interview. Wear it with a long-sleeved white or light blue shirt and a silk tie in a solid color or small stripe. Wear leather lace-up or slip-on shoes with dark, mid-calf trouser socks that won't show skin when you sit. Wear a watch, class ring and wedding ring if desired but no other jewelry, and remove earrings and any other visible piercings. Be sure that your hair is neatly trimmed and facial hair is well-groomed. Remember that a comb-over doesn't fool anyone; a close-cropped cut is becoming to balding men. Fingernails must be clean and trimmed. Avoid strong-smelling after-shave or cologne. Carry a briefcase or portfolio. Even if the job itself would not require a suit, err on the conservative side by wearing a suit to the interview. A less formal approach would be khakis and a dark blazer.

#### Interview Dress for Women

A two-piece suit in a dark or neutral color is suitable for a job interview. A tailored pants suit should fit properly without being too tight. If you wear a skirt, be sure it covers your thighs when you sit. Skirts that are knee-length or slightly longer are best. Wear a tailored blouse in a coordinating color under the suit jacket. Avoid ruffles and don't show cleavage. Plain, conservative pumps are the best choice; be sure you can walk comfortably in them. Job interviews are not the place for stiletto heels, peep-toe pumps, sandals, high boots or platform shoes. Wear neutral-colored pantyhose. Leave the dangling earrings and clattering bracelets at home. Avoid perfume and cologne; your interviewer may be allergic. Go easy on the makeup and aim for a natural look. Avoid long fingernails painted in unusual colors. Carry a small handbag or a leather briefcase.

## General Guidelines

Shower or bathe and wear a deodorant. Wear your hair in a simple, professional-looking style. Shoes should be polished with no visible wear. Be sure there are no buttons missing or stains on your clothes. Smokers should take care that their clothes don't smell of smoke. Be sure your teeth are clean and your breath is pleasant. Avoid food and beverages that may give you bad breath. Don't chew gum.

## Interview Fashion Mistakes

Shorts, T-shirts and sneakers are never appropriate for a job interview. Change out of rumpled or stained clothes before a late-day interview. Mini skirts that would be suitable for a date are inappropriate for an interview. Visible tattoos as well as tongue piercings and other facial piercings look unprofessional.