

to

Workplace Dress Code

What to wear to job interviews and the workplace.

First Impressions

Before you even speak a word, potential employers will begin building their impression of you. How you carry yourself and how you dress can make a big impact. Make sure your appearance says, "Hire Me!" The information provided here will guide you through the following:

Choosing the Right Attire

Interview Preparation

Professional Media Image



What to wear?!?!

Your first impression is made when you pick up applications or inquire about a job. The person giving you the application may be a hiring manager or even the owner of the business. Make sure you are dressed professionally; you may be asked to stay for an interview. Follow a few simple rules and put a confident smile on your face.

Ladies Dress Code

Suit, skirt, blouse or a dress with a blazer-type jacket. Do not wear sleeveless or backless dresses or hemlines above the knee.

Closed-toed heels or flats that you can comfortably walk in.

Keep your accessories and perfume to a minimum to ensure they are not distracting.

Gentleman's Dress Code



Suit or sport jacket, dress shirt, slacks, tie belt and dress shoes.

Make sure tie is in a simple pattern that matches your suit

A button down shirt paired with slacks and tie is okay.

No tennis shoes

Wear dark colored socks.

No earrings. If you normally wear one take it out.

Preparation

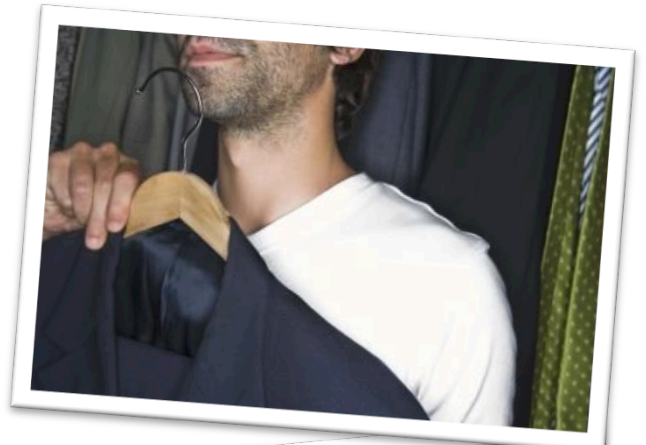
One or more day before the interview:

- Repair seams, buttons, or hems
- Clean spots and stains
- Clean and iron clothes, shine shoes
- Consider a clean, combed, conservative haircut
 - Keep long hair and bangs out of your face so they are not a distraction

- Clean and trim or manicure nails (stay away from dark colors or over the top nail art)
- Set out your outfit and accessories the night before
- Get a good night's sleep

Day of Interview or Presentation:

- Practice proper hygiene
- Neatly trim facial hair (shave if necessary)
- Keep makeup natural
- Cover any visible tattoos
- Do not overdo perfume or cologne
- Brush lint or hair from clothing after dressing
- Use a full length mirror to do a final check





Cleaning up your Media Image

Email

An unprofessional email address can disqualify you from a job even before an employer has a chance to review your skills and work history.

- DON'T use a facebook email address
- DON'T use words and or numbers that allude to drugs, sex, alcohol, or crime.
- DO use your initials or name in some manner.

Email accounts are free and available through: [Gmail](#), [Hotmail](#), [Yahoo](#) .

Facebook, Twitter, Tumblr....

If you are using social media site such as facebook and twitter keep in mind that anyone can look you up. Once information is released into the world wide web it can't be taken back. Be careful what you post and with whom you associate yourself. Here are a few tips to keep your image clean:

- Make your page private. (Your profile picture will still be visible)
- Content from private pages can be accessed via a simple Google search.
- Employers may go as far as searching your friend's (non-private) pages to see what type of people you associate yourself with.



Cell Phone Etiquette

Keep your voicemail greeting professional

Don't use ring back tones

Sample Greeting:

Don't use a trick greeting on your voicemail

*Hi,
You've reached Alex Smith. I am unavailable to take your call.*

Don't use music, and/or profanity on your voicemail greeting

Please leave me your name and number and I will return your call as soon as possible.

Include your name in your greeting.

Thank you!

