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Add polish to your look...

Studies show a woman wearing a jacket is perceived to have more power than a woman who doesn't.

## **Women - Tips For Making A Good Impression At A First Interview**

### **Shoes & Hosiery**

- ✓ Closed-toed pump with a medium heel or sling backs
- ✓ Wear hosiery in a business context even in summer
- ✓ Ensure your shoes are clean and polished if necessary. Laces are tied and neat.
- ✓ Socks that match in colour to your pant.
- × Open-toed shoes and sandals
- × Stilettos are not recommended
- × Having a run in your hosiery is an image spoiler

### **Skirts/ Pants**

- ✓ Skirts should be no shorter than 2 inches above the knee
- ✓ Skirts/ pants should fit comfortably and should be clean and pressed
- × Sweat pants/ yoga pants are not appropriate.
- × Avoid slits on skirts that are too high and revealing
- × Avoid wearing pants with holes or decorative jeans with studs and sparkles to the interview

### **Tops**

- ✓ Cover your arms or three quarters
- ✓ If top is semi-transparent, wear a camisole and bra underneath
- × Sleeveless tops are inappropriate unless covered with a jacket / blazer
- × Avoid tops that are too low and revealing cleavage
- × Ensure your undergarments are concealed ie. Thongs & Bras
- × Gaping blouses across the bust
- × Do not wear t-shirts

### **Grooming**

- ✓ Wearing a small amount of makeup gives a polished look
- ✓ Avoid heavy eye liners and eye shadows
- ✓ Ensure nails are clean and trimmed.
- ✓ Ensure your hair is tidy and neat and your hair colour compliments you.
- ✓ Wear clothes that is age appropriate
- ✓ Brushing and flossing teeth. Ensure your breath is fresh and clean.
- ✓ Wear deodorant
- × Nails that are too long and too decorated
- × Strong or excessive fragrances
- × Avoid chewing gum during the interview process
- × Cover up any tattoos and remove excessive piercings

❖ **Once hired ensure you familiarize yourself with the company policy on dress code.**



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## **Men - Tips For Making A Good Impression At A First Interview**

### **Shirts & Jackets**

- √ Long sleeved dress shirt
- √ Wear a suit jacket /blazer ( If possible with matching pants )
- √ Sports jacket gives versatility
- × Avoid bare arms showing from a jacket sleeve
- × Ensure there are no missing buttons
- × Avoid tight shirt or tight shirt collar
- × Do not wear t-shirts

### **Tie**

- √ If you choose to wear a tie ensure
  - It is a colour that compliments your skin tone.
  - You wear a dress shirt with it.
  - Your tie reaches your belt buckle
  - Tie is not twisted or wrinkled
  - Tie is not stained or dirty.

### **Pants**

- √ Ensure socks are long enough to cover leg when sitting and matches your pants or shoes
- √ Pant waist up to the navel
- √ Wear a belt
- × Avoid over stuffed pockets
- × Pants that are too tight or too loose
- × Avoid pants that are ripped or dirty or dragging on the ground.
- × Avoid sweat pants

### **Grooming**

- √ Well trimmed hair
- √ If facial hair - then have it trimmed and shaped
- √ Trim eyebrows/ nose and ear hair
- √ Clean, trimmed nails
- √ Brushing and flossing teeth, ensure your breath is fresh and clean.
- √ Wear deodorant
- √ If hair is short have it trimmed at back of neck
- √ Hair is tied back and neat if long.
- × Avoid strong or excessive fragrance
- × Dirty, uneven nails
- × Dandruff on shoulders and collar
- × Avoid chewing gum during the interview process
- × Cover up any tattoos and remove excessive piercings

❖ **Once hired ensure you familiarize yourself with the company policy on dress code.**