



FIRST IMPRESSIONS COUNT! DRESS FOR THE INTERVIEW

First impressions are critical to a successful interview. Interviews have verbal and non-verbal components. In general, you have only one opportunity to make a favorable impression on the interviewer. The interviewer makes a first decision based on the following:

- General appearance
- Handshake
- Eye contact
- Body language
- Posture
- Listening skills
- Clothing and accessories

Your appearance can be your competitive edge. Here's our advice:

- It's always best to dress conservatively. For men and women, the standard is a dark navy suit, or pant suit with a white shirt (and conservative tie for men). Skirts should never be above the knee and shoes should have a low heel and nicely polished.
- Makeup should be minimal.
- There should be no visible body piercing except earrings for women and tattoos should be covered. All jewelry should be minimal.
- All apparel should be clean and neatly pressed. Clothing should fit well (not too tight or too big).
- Perfume or after shave should never be strong. Fragrances may offend the interviewer or cause an allergic reaction.
- It's always best to dress conservatively and not be overdressed.
- Arrive at least 10 minutes early so you have time to check out your appearance and make the necessary repairs if needed.
- Leave your cell phone in your car.
- Good eye contact and enthusiasm go a long way during the interview process.
- Prepare ahead of time for the interview, research the company and practice answering questions.
- Bring a clean and crisp original copy of your resume in a portfolio or briefcase.
- Sit forward and do not slouch or lay back in the chair during the interview. Keep your hands still and avoid fidgeting.
- Listen carefully to the questions and give direct concise answers.

REMEMBER, YOU ARE MARKETING YOURSELF AND THE FIRST IMPRESSION COUNTS!