

### **A Few General Tips:**

- Be clean and use unscented deodorant liberally.
- Arrive early. In a restroom, check your clothes, hair, hands, nails, and face (corners of eyes, nose, and teeth). Carry and use travel mouthwash.
- Take off your jacket prior to an interview, or while traveling, to keep it neat and wrinkle-free, as well as to keep yourself as cool as possible.
- For men, a good quality watch with a metal or leather strap and one ring on your ring finger is acceptable. Any evidence of body piercing should be removed.
- For women, a good quality watch with a metal or leather strap, one pair of small earrings, preferably studs, and a matching necklace is acceptable. One ring per hand is permissible, preferably on your ring fingers. Any evidence of body piercing should be removed, with the exception of a single earring in each ear.
- Any and all tattoos should be covered as is best possible
- Hair should be neat and recently cut. Facial hair should be cleanly shaved.
- Nails should be neatly manicured.
- Wear unscented deodorant and do not wear cologne, aftershave, or perfume.
- Women's make-up should be light and simple while appearing as natural as possible.
- Carry breath mints with you, but don't use them during the interview. **DO NOT** chew gum.
- Glasses should not be tinted. It is important for an interviewer to make eye contact with you.

### **Choosing Appropriate Clothing:**

- **Women**
  - The majority of interviews will require you to wear a suit. A smart job applicant will invest in a good-quality suit in dark gray, gray, navy blue, black, or taupe. Avoid suits with any kind of pattern. Though suits with patterns are permissible, a solid-colored suit will satisfy all purposes.
  - Once you have the right suit, pair it with a light-colored blouse. The blouse should not be tightly fitted or revealing. A tailored blouse will be more flattering and less bulky. No underwear should be visible in any way.
  - Your shoes should be leather, closed-toe pumps with a low to medium heel. The best way to choose a shoe color is to have the shoe match or be darker than the color of your skirt. Next, choose hose that flatter your skin tone.
- **Men**
  - A smart job applicant will invest in a good-quality suit in black, dark gray, gray, or navy blue. Choose solid colors rather than bold prints or patterns. A two-piece suit will be sufficient in most instances.
  - Once you have found the right suit, pair it with an unstained, well-ironed, starched, long-sleeved shirt, preferably in white or solid light blue. Be sure the collar is comfortable, since unbuttoning your top button in an interview is not appropriate
  - Ties should be conservative in length, width (medium), and design. You want the interviewer focusing on the content of the interview and your ideas, not your tie.
  - Shoes are important, too. Always buy leather, preferably in brown or black. Lace-up or slip-on styles are fine, but avoid wearing boots to most interviews.