

# Dress for Job Success

Did you know that over 90% of the decisions on who to bring back for a second interview are made during the first two minutes after meeting you? This is why how you look is very important. There is never a second chance to make a good first impression. If you go to an interview dressed properly, you will have a sense of confidence and others will relate positively to your self-assurance.

A major part of a hiring decision is based on these nonverbal elements in an interview: handshake, eye contact, body language, posture, listening skills, clothing, grooming and accessories. People make assumptions about your ability and potential based on appearance during a first meeting. You can create confidence if you are dressed appropriately.

## First Impressions

Before you get a job, your goal is to impress employers enough so they will want to hire you. It's probably one of the most frequently used phrases in job hunting, but it still is true: "Dress for Success." When you are job hunting, you want to positively impact everyone you meet. It is very difficult to overcome a poor first impression.

Remember: you are selling yourself to a potential employer who does not know you. The first thing the employer sees when greeting you is your attire so make every effort to have the proper dress for the type of job you are seeking. This is an investment in your job future. Will dressing properly guarantee you get the job? Of course not, but it may give you an advantage over other applicants.

## Clothing

There are various standards of dress that work for different kinds of jobs. Dressing conservatively is always the safest route. Try to do a little investigating to learn what to wear to the interview so you will look as though you fit in with the company.

Learn what to wear by:

- Calling the human resource office where you are interviewing and asking
- Visiting the company's office to get an application or a brochure to see what employees are wearing
- Watching people arriving and leaving work

It is a good idea to match your interview outfit to the position. If you are applying for a job working on a warehouse floor, you will look out of place wearing a formal suit. Jeans and a tee-shirt would not be best

## Have Questions?

Georgia Department of Labor Career Centers are available to assist you with job leads and free access to Internet, copier, phone, and fax.

Locate an office near you at [www.gadol.gov](http://www.gadol.gov).



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when interviewing for a sales position. A basic rule is to dress one step above what you would wear on the job. Always select and try on your interview clothing before the day of the interview to be sure everything fits and that it presents the image you want. Business clothes do not have to be expensive. Look for sales and shop at discount stores if you want something new for your interview.

## Grooming and Accessorizing

Hair	Clean, trimmed, and neatly combed or arranged
Facial Hair (men)	Freshly shaved; mustache or beard neatly trimmed
Fingernails	Neat, clean and trimmed; if polished, only one color
Teeth	Brushed and fresh breath
Breath	Avoid foods that may leave breath odor
Body	Freshly bathed/showered; use deodorant
Make-up (women)	Use sparingly and be natural looking
Perfumes/Colognes	Use sparingly or not at all
Tattoos/Piercings/ Jewelry	Visible tattoos should be covered. Remove facial and body piercings other than single ear jewelry for women. Accessories (necklaces, earrings and bracelets) should be small. Wear only one ring per hand.

## Styles and Trends

“Business casual” is a phrase used by many businesses today. Business casual does not mean casual or sloppy. It does not mean that you can dress any way you want. It does not mean jeans and a tee-shirt. You are still expected to look professional. Should you wear business casual clothing to an interview? You might ask the human resource manager or your interviewer what attire is expected at the interview – professional or business casual. Make sure shoes are appropriate: women - low heels are best, men - cleaned and shined. When in doubt, play it safe: wear your conservative suit.

## What Should I Wear Today?

Once you get the job, it is still important to dress properly. For the first few days you might dress similarly to how you dressed for your interview. Once you have been working several weeks, you will be able to see what everyone else is wearing. Ask if your employer has a dress code. Some codes are written, but others are just understood. If you are hoping for a promotion or more responsibilities, dress a bit better than your current level. For example, if your coworkers wear business casual with polo shirts but the people one level above you wear business casual and dress shirts, wear dress shirts. Always dress for the job that you want, not for the job that you have. The goal is to use clothes as a tool for getting, keeping and advancing in your job.

## Dress for Job Success Websites:

<http://jobsearch.about.com/od/interviewsnetworking/a/dressforsuccess.htm>

<http://jobsearch.about.com/od/interviewattire/a/interviewdress.htm>

<http://money.usnews.com/money/blogs/outside-voices-careers/2011/11/08/how-to-dress-for-a-job-interview>



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