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 your appearance 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 non-verbal 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 your 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:

- Exploring the company’s website to learn more about its workplace culture.
- Review the job description and determine what may be appropriate.
- Network with individuals who work in the same or similar occupation.

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 t-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 the Internet, copiers, phones, and faxes.

Locate an office near you at www.dol.georgia.gov

Mark Butler, Commissioner
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

<table>
<thead>
<tr>
<th>Hair</th>
<th>Clean, trimmed, and neatly combed or arranged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facial Hair</td>
<td>Freshly shaved; mustache or beard neatly trimmed</td>
</tr>
<tr>
<td>Fingernails</td>
<td>Neat, clean, and trimmed</td>
</tr>
<tr>
<td>Teeth</td>
<td>Brushed and fresh breath</td>
</tr>
<tr>
<td>Breath</td>
<td>Avoid foods that may leave breath odor</td>
</tr>
<tr>
<td>Body</td>
<td>Freshly bathed/showered</td>
</tr>
<tr>
<td>Make-up (women)</td>
<td>Natural looking</td>
</tr>
<tr>
<td>Perfumes/Colognes</td>
<td>Avoid wearing</td>
</tr>
<tr>
<td>Tattoos/Piercings/Jewelry</td>
<td>Visible tattoos should be covered. Remove facial and body piercings other than single ear jewelry. Avoid wearing small accessories (necklaces, earrings, and bracelets). Wear only one ring per hand.</td>
</tr>
</tbody>
</table>

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 t-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 your shoes are appropriate. For
women, low heels are best. Men’s shoes should be
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 career.