

WE ARE CAREER SERVICES

INTERVIEW PRESENTATION

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Hair

Keep it neat and tidy. Long hair can be pinned up or bring a comb with you to touch it up before the interview. Facial hair should be neatly trimmed.

Cosmetics

A little makeup is good to keep a polished appearance. Keep it neutral with subtle colours for lips and eyes. Keep your nails well-trimmed and clean and avoid bright colours if painting your nails. Avoid heavy perfumes and colognes.



You can find great hair tutorials on YouTube if you are in need of inspiration.

Shoes

Leather, lace-up, or slip on business shoes are recommended. Comfort is key and avoid extremes such as stilettos or platform shoes. Anything shorter than four inch heels are recommended.

Shirt/Blouse

Wear a tailored blouse, either long or short sleeve, in a colour coordinating with the rest of your outfit. Accompany it with a blazer or sweater. Long-sleeve button-up shirts should be buttoned up all the way.



Jewelry/ Accessories

Avoid flashy jewelry and heavy print ties or scarves that may be distracting. Keep it simple with a watch, earrings, and solid colour or textured tie/scarf (optional).

Pants/Skirts

Pants and skirts should be ironed and perfectly fitted (not too loose, not too tight). Knee-length skirts look trendy and professional. Make sure to pick a skirt that covers your thighs when seated.

Suits/Blazers

You can decide on whether a suit/ blazer is appropriate depending on the position you are interviewing for and the industry you are in, but when in doubt wear a suit. Full two-piece matching suits are usually expected for interviews. As a less formal alternative, you can choose to wear pressed pants such as khakis and a dark jacket/blazer.



When in doubt, go conservative. Choose the suit over the sweater or the pants over the skirt if you are having second thoughts about setting a good first impression.



You can inquire about the dress code when setting up the interview to help you prepare.



What Not to Wear: Jeans, tank tops, T-shirts, low cut shirts, open toed shoes or sneakers.

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WE ARE CAREER SERVICES BUSINESS ATTIRE

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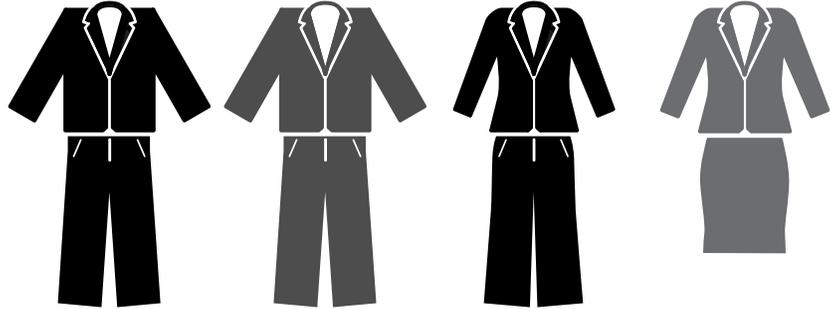
Look at other people in your industry to get an idea of what is considered acceptable. Every workplace is different, but keep things formal for the interview.

Business Formal:

Stay on the conservative side with navy, dark grey, brown and black two-piece matching suits in solids or very subtle patterns.

Choose a white or coloured shirt to match your suit, avoid flashy trends.

Shoes and jewelry should be kept simple and elegant.



Business Casual:

Khaki and dark pants with simple shirts and sweaters are appropriate. Polo shirts are acceptable in very casual situations or hot weather.

Ties are not necessary but when in doubt always opt for more formal.

Shoes and jewelry should be kept simple and elegant, avoid anything that feels too flashy.



Hair, Accessories, Presentation:

Hair should be neat and tidy. Long hair can be worn up or down. Facial hair should be well-groomed. Look to people in your industry for ideas.



Jewelry should be minimal and simple. A structured tote bag or briefcase can be helpful for holding extra resumes or your portfolio.



Make sure your hands are clean and fingernails trimmed. Avoid missing buttons or loose threads. Remember to remove tags and tacking stitches from new clothes.



Use very minimal perfumes and colognes or none at all. Remember some people have allergies and sensitivities.



It is a good idea to dress one or two levels higher than the dress code of the position you are applying to. Show that you care about the job and that you know how to interview.

References:

- <http://career-advice.monster.com/job-interview/interview-appearance/appropriate-interview-dress/article.aspx>
- <http://www.career.vt.edu/interviewing/interviewappearance.html>

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