

## Online Resources



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visit:

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[www.quintcareers.com](http://www.quintcareers.com)

[www.worktree.com](http://www.worktree.com)

[www.totieatie.com/jobinterview.asp](http://www.totieatie.com/jobinterview.asp)

<http://jobsearch.about.com>



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[www.keene.edu/aca/job\\_search.cfm](http://www.keene.edu/aca/job_search.cfm)



Academic & Career Advising  
Elliot Center  
Keene State College

## Dress for Success

How to Dress to Impress  
when interviewing





# Dress for Success

## Why is it important to dress appropriately for a Job Interview?

- First impressions are CRITICAL in a job interview
- A significant part of a hiring decision is based on non-verbal cues (handshake, eye contact, clothing, grooming)
- Martin Yate, author of *Knock'em Dead*, avows that over 90% of the decisions to bring back an interviewee for a second interview are made in the first two minutes of the initial interview
- According to *At Ease Professional: An Etiquette Guide for the Business Arena*, 58% of a first impression is based on appearance.
- Research has revealed that 46% of employees report attire significantly affects an interviewee's professional image
- Your appearance imparts a great deal of information to the interviewer: good grooming indicates attention to detail and respect for others
- Hosea Belcher, senior vice president of marketing, *Artisan Home Entertainment*, states "When I'm hiring a candidate, before he or she even speaks I look at them ...If they're not wearing a suit jacket or if they're wearing a big shirt with floppy collars, I would think that they don't care enough about the job to want to impress me."

## General Tips for Appropriate Dress

- Neatness counts! Iron shirts, press suits, avoid frayed edges, missing buttons
- Wear conservative colors: black, gray, beige and navy are safe choices for suits
- Limit jewelry to a simple, working watch, class/school ring
- Clean, polished conservative shoes (avoid textures and snakeskin)
- Clean, trimmed fingernails
- Well-groomed hairstyle, off the face
- No visible body piercing or tattoos
- Minimal perfume or cologne
- Overcoat pressed and clean
- No body odor
- Teeth brushed, breath fresh (no gum!)
- Briefcase navy, black or taupe

## Other Tips

- Carry an emergency kit including: extra tie/pair of stockings, breath mints, comb, extra glasses/contact lens, tissues, and safety pins.
- Clothing need not be expensive. Visit thrift shops in the Keene area: St. James Thrift Shop, Lamston Street, Saks Thrift Avenue on Main Street and Linda's Closet on 29 Center Street for affordable clothing.

## Just for Women

- Wear a suit or jacket with skirt or slacks
- Pants should not cling or reveal panty-lines
- Blouses to cover "cleavage" Avoid low necklines
- Professional length nails, conservative polish
- Understated makeup
- Simple, small earring
- No more than one ring on each hand
- Low-heeled pumps—always wear hosiery
- No purses — carry a briefcase or professional tote

## Just for Men

- Conservative tie—no bright colors, patterns, or graphics
- Wear a dark suit or navy blazer and dress slacks
- Polished shoes and dark socks
- No beards—mustache must be neat and trimmed.
- Class or school ring only—no chains or pierced jewelry