



Men's Interview Attire

- Suit (navy, black or dark gray) or Khakis with a dress shirt
- Long sleeve shirt (coordinated with the suit)
- Belt
- Tie
- Dark socks, conservative shoes
- Little or no jewelry
- Neat, professional hairstyle
- Clean shaven and trimmed hair
- Neatly trimmed nails
- Portfolio or briefcase

Women's Interview Attire

- Suit (navy, black or dark gray)
- If wearing a skirt, it should be long enough so you can sit down comfortably
- Coordinated blouse
- Conservative shoes
- Dress slacks and blouse
- Limited jewelry (no dangling earrings or arms full of bracelets)
- Simple, professional hairstyle
- Neutral pantyhose
- Light make-up and perfume
- Neatly manicured clean nails
- Portfolio or briefcase

Interview Attire Tips

- Make sure all of your clothes are clean and wrinkle-free
- Get your clothes ready the night before, so you don't have to spend time getting them ready on the day of the interview.

Here's what some common colors convey:

Blue: You can't go wrong with darker shades of blue, especially navy. Choosing from this powerful spectrum will project an image of someone who is in control. From the interviewer's point of view, the color blue conjures up calm, stability, trust, truth, confidence and security. These are all great messages to send without saying a word.

Gray: After blue, gray is the second most popular color to wear for an interview. Like darker blue, it's not a distracting color to the interviewer, which means they'll be focused more on what you're saying and how you're saying it. Gray denotes sophistication, so use it to your advantage.

Black: This is a commanding color and represents authority. Black also connotes drama, so use it carefully when putting together your interview outfit. You may want to use it as an accent -- like in a scarf or tie, for instance -- rather than as the primary color.

Red: This is an extremely powerful color. It's so strong you should only use it as an accent color. Reds are associated with energy, passion, desire, power and aggression. People think of intensity and passion when they see the color red, so use it sparingly, or it could send the wrong message to the interviewer.

White: White shirts and blouses are always a safe bet. It sends the message of simplicity, cleanliness, precision and goodness.

REMEMBER: DRESS FOR THE POSITION YOU WISH TO BE HIRED FOR.

Tips for a Successful Interview

To interview effectively, you must communicate properly using your words, attitude and positive visual image, this is your first impression!

Preparation:

- Learn about the organization – find out who they are and what they do
- Review the qualifications for the job
- Prepare to answer broad questions about yourself
- Practice an interview with a friend or using Perfect Interview

Personal Appearance:

- DRESS APPROPRIATELY. Clean, professional attire is imperative for ANY job interview
- Hair should be neatly combed and clean
- Men should be clean shaven and trimmed
- Teeth should be brushed and clean

Interview DO'S

- ✓ Arrive 10-15 minutes early
- ✓ Treat all staff at the organization respectfully
- ✓ Express enthusiasm. Smile and offer a firm handshake upon meeting the interviewer
- ✓ Make sure to research names of the interviewers and pronounce them correctly
- ✓ Sit up straight, maintain eye contact, and show a sincere interest in the interviewer
- ✓ Listen closely and answer questions completely within 20 seconds- 2 minutes
- ✓ Sell your qualifications, not your need for a job
- ✓ Use “please” and “thank you” when appropriate to everyone you encounter
- ✓ Ask questions in the interview
- ✓ Bring a pen
- ✓ Thank the interviewer when the interview is done
- ✓ Immediately send a thank you card to everyone you interviewed with

Interview DON'TS

X BE LATE

X Bring relatives, friends or children with you

X Chew gum during the interview

X Wear strong perfume or cologne, or smoke immediately before the interview

X Ask questions only about pay or benefits

X Talk for 2- 15 minutes when answering a question

X Act as if you have the job no matter what

X Bring up personal matters (financial problems, health issues, etc.)

X Criticize former employers or co-workers

X Bring anything bulky such as books, shopping bags, or large briefcases

X Ask what the company does

X Interrupt. If you have a question, wait for a logical break in conversation

Remember, your appearances, actions and attitudes influence the way others view you. What you do and don't do in the interview will make the difference in getting the job!