

IMAGE COUNTS



Fashion is all about individuality – a way of making a personal statement about who you are. While you don't want to abandon your sense of style in the work world, there are general dress codes you'll need to follow.

Rules for appropriate business dress apply to everyone, and only vary to some degree by profession. Financial institutions, law firms, insurance companies, for example, all have conservative dress codes. Advertising, public relations and jobs in the arts or with media organizations tend to have less restrictive dress codes. And of course, certain professions – medical, various technical and scientific specialties, certain skilled trades, some service and retail organizations, maintenance, to name a few – may require employees to wear uniforms once you are actually on the job. It is always a good idea to check out what the employees wear in an organization or business in which you are interested in getting a job.

But for an interview, always dress in well-chosen, conservative, good quality, and perfect condition business apparel.

Remember, no matter what your chosen profession – before you open your mouth, your clothes will speak for you and about you! When you walk into a room for a job interview, your neat, clean, well-coordinated outfit instantly tells and interviewer that you have the makings of a smart, capable, and responsible employee.

Are Workplace Dress Codes Legal?

In general, dress codes and uniforms are legal. They should bear some relationship to the job, but employers have some latitude in setting dress-code policies. What is not legal is a dress code or uniform policy that discriminates against one group of employees on the basis of their race, color, religion, national origin, age or sex.

Employers are required to accommodate an employee's particular disability or religious belief; altering a dress code may be a reasonable accommodation. However, if wearing a particular item of clothing is required for safety reasons, an employer may require you to wear it even if doing so would discriminate against you on the basis of your religion.

Dress for Success

Appearance Counts!

Clothing

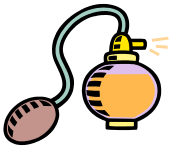


- ◆ Conservative and neat
- ◆ Neutrality is important
- ◆ Conservative suit, navy blue, black, grey
- ◆ White or pale colored shirts/blouse
- ◆ Black or dark shoes
- ◆ Combine personal style with good taste
- ◆ Wear something that makes you feel terrific and is comfortable

Accessories ties,

- ◆ Simple and tasteful, jewelry, watches, scarves, hair barrettes, ribbons, etc...

Grooming



- ◆ Hair and make up should be neat and not attract attention
- ◆ Scents, perfume & aftershave should be subdued... don't overdue it
- ◆ Men, clean shaven or beards/mustaches trimmed
- ◆ Hand and nails manicured
- ◆ Watch what you eat before/during an interview

Your primary goal in dressing for an interview is to feel good about the way you look while projecting an image that matches the requirements of the position and the company.

According to employer surveys, 4 out of 10 interviewees make negative impressions based on their dress and grooming. Should you be judged by what you wear? Perhaps not, but the reality is, of course, that you are judged.

Below are some general guidelines for Women and Men that will help you to prepare your clothing for your interview.

Women:

1. Wear a solid color conservative dress or suit.
2. Avoid open toe, sling back or stiletto shoes.
3. Be conservative in your jewelry. Avoid big earrings and things that jingle.
4. Wear nude or tan hose. Avoid patterns and bright colors.
5. Hair should be kept neatly combed, not hanging in the face.
6. Keep make-up light and natural.
7. Do not over perfume.

Men:

1. Wear a suit (navy, gray, or charcoal) with a white shirt neatly pressed.
2. Keep ties conservative.
3. Wear dark socks.
4. Shoes that are polished.
5. Minimal jewelry – watch, wedding ring, and school rings are acceptable.
6. Conservative haircut – collar length, above the ears, neatly combed.
7. Either clean-shaven or neatly trimmed facial hair.