

INTERVIEW ATTIRE: WOMEN

Appearance has nothing to do with a person's knowledge, experience, or ability to do the job. However, it impacts other people's perceptions of you which can affect your chances of success. Don't let your appearance undermine your chance for a job! Always be well dressed and groomed for an interview!

Clothing

Suits

- Wear a well-fitted matching two-piece suit (black, navy blue or charcoal gray).
- Skirt suits and pant suits are acceptable.
- If you are going to wear a skirt suit, be sure the skirt is at least knee length! Avoid skirts that are shorter than two inches above your knee.

Dresses

- Suit dresses (a jacket and dress) are acceptable. Party dresses and beach dresses are NOT!
- Again, be sure the dress is at least knee length.

Shirts/Blouses

- Cotton stretch, sweater knit, or silk tank tops are appropriate, however, t-shirts are NOT!
- Avoid tops that are transparent, tightly fitting, and have low necklines or revealing waistlines.
- White is ALWAYS acceptable.

Skirts

- The safest length is one inch above or below the knee.

Shoes

- Shoes should always be basic, dark, polished, and medium to low heel.
- Match your shoe to your suit color (ex. Black leather pumps for a black or charcoal gray suit; navy pumps for a navy suit).
- No stilettos, sandals, open toes, backless, sneakers, or hiking boots.

Stockings/Socks

- Stockings should be nude to the color of your skin, but NEVER white!
- Stockings are a must for skirts. Bring an extra pair in case you catch a run! Runs are a NO NO!
- Socks should be dark and mid-calf.

Coats

- Stick to a good classic raincoat or trench coat.

Appearance & Accessories

Purse

- Purses should match your shoes, be well maintained and not too large.
- Carry either a purse or briefcase to an interview, not both.

Jewelry

- Be conservative and not flashy!
- If you wear jewelry, limit it to a watch, small earrings, one ring. (one each hand at most), and no jingling bracelets.

Make-up

- Avoid using make-up excessively- Keep it natural looking!
- Avoid red or super-glossy lipstick and thick, dark eyeliner and shadow.

Hair

- Wear a simple hair style that is neatly combed and/or brushed.
- If you have long hair, consider wearing it up or pulling it off your face.
- Eliminate funky colors and hair accessories.
- Use minimal hair products.

Nails

- Nails should be manicured and should not be longer than ¼ inch past your fingertip.
- Use clear polish or a color that complements your skin tone.
- Avoid bright colors or unusual shades and/or designs. Clear or pale pink polish usually works well.

Perfume

- Scent can become overwhelming during an interview and some people are allergic to scents.
- Your best bet is to use a very light scent or avoid them all together.
- Also, consider the scent of your hair products.

Deodorant and Fresh Breath

- Please use good hygiene!
- Don't eat food that will leave an odor on your breath.
- If you must, use a breath mint, but do NOT chew gum.

Tattoos

- Cover them up for interviews and first meetings or work for an organization that embraces them.

Body Piercing

- Wear very small studs in your ears only.
- Remove all other visible piercings.

Additional Tips

- Present yourself as a professional.
- Dress for the interview or dress for the job- but don't dress for a party.
- Your attire should not be distracting or become the focus of attention in the interview or on the job. You want the focus to be on you and what you have to offer.
- There is a distinction between business casual and "at-home" casual. Business casual does not include tennis shoes, jeans, shorts, sandals, or t-shirts.
- Leave your backpack at home. Make sure whatever item you carry looks professional!
- A smile, a firm handshake, and a positive attitude makes a good first impression
- Arrive early for your interview and head for the restroom. Check out your appearance in a mirror
- Don't drink alcohol before an interview
- When in doubt about what to wear to an interview, visit Career Services and talk with a professional staff member.

