Appearance has nothing to do with a person’s knowledge, experience, or ability to do the job. However, it does impact 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 fitted, light weight, wool matching two-piece suit (black, navy blue or charcoal gray)
- Jackets should have two or three buttons, only button the top two buttons or the middle button- never all three

### Shirts
- White is the safest color
- Shirts should be 100% cotton with classic collars and long sleeves

### Ties
- Ties should be silk or silk-like with an understated pattern
- Always make sure your tie is clean
- Ideally your tie should touch the top of your belt, don’t make it too long or too short
- A tie clip/pin is a nice professional touch

### Socks
- Wear dress socks- NOT tube socks!
- They should be dark and match either your shoes or your suit
- Make sure they are at least calf-length

### Shoes
- Your shoes should be black or brown and polished
- No sandals, sneakers, or hiking boots

### Belt
- Always wear a belt. You do not want to worry about your pants falling down in the middle of your interview!
- The color of your leather should match your shoes (ex. a black belt with black shoes).

### Coats
- Stick to a good classic raincoat or trench coat

### Appearance & Accessories

#### Briefcase & Pad-folios
- Briefcases are not necessary, but should be neutral colors if used
- A pad folio for resumes and/or portfolio is a nice accessory, it should also be a neutral color and of good quality, preferably from your alma mater.
Jewelry
- Should be kept conservative - not flashy, anything other than a watch and a ring is probably too much

Hair/Facial Hair/Nails
- Get a good haircut a few days before the interview
- If you have long hair, consider pulling it off of your face
- Do not over-style with too much gel or product
- Get rid of any crazy colors!
- No facial hair is preferred or make sure it’s neatly trimmed
- Nails should be short and well groomed
- Get rid of any grease or dirt

Cologne or Scent/Deodorant/Fresh Breath
- 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
- Use good hygiene!
- Don’t eat food that will leave an odor on your breath
- If you must, use a breathe mint, but do NOT chew gum

Tattoos/Body Piercings
- Cover tattoos up for interviews and first meetings
- If piercings are cultural, wear very small studs; otherwise remove them.

Additional Tips
- Turn your cell phone on silent and keep it in your pocket for the duration of the interview
- Present yourself as a 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
- 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
- Don’t drink alcohol before an interview
- When in doubt about what to wear to an interview, visit Career Advising and talk with a professional staff member

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Interview Attire, Career Services Center, Clarion University, Clarion, Pennsylvania. Retrieved from http://www.clarion.edu/career