

## How to Dress for a job interview – Women

### Perfect grooming is a MUST.

- How you dress says a great deal about you.
- What do you want to tell the people interviewing you.
- Sell yourself!
- You have only 1 chance to make a good first impression
  - o It's better to dress up too much than to appear underdressed
- Trendy is fine – as long as you keep your style subtle.
  - o Clothes make a strong statement about you.

### Tips:

1. Call the receptionist/secretary or anyone you know who works at the place.
  - Ask the Question – what's the dress code there?
2. Consider the job's location.
  - If it's in the Chairman's office you might wear.....
  - If it's at RTC you might wear...
  - If it's at Basha's you might wear...
  - If it's for Tribal Maintenance you might wear...
3. Always wear closed toed shoes
  - Never sandals
    - o Never flip flops etc.
4. Avoid:
  - Really short skirts (no matter what the style is)
  - Tight sweaters
  - Sloppy overalls
  - Sandals
  - Low cut blouses
    - o High cut blouses (no one wants to see your belly button)

- Wild colors and/or styles
- Torn jeans
- T-Shirts of any kind:
  - No Bob Marley
  - No skulls and dripping blood
  - No bimbo's
  - No alcohol commercial
- No sports team clothes

5. Check your outfit for:

- Holes, tears, rips
- Stains, dirt, sweat marks
- Scuffs, wrinkles

6. Tone down the use of:

- Makeup (you're not going to the carnival)
- Hair spray
- Perfume (don't drive people away by the way you smell)
- Jewelry.
- One nose ring is one too many and may cost you the job of your dreams
  - Put the nose ring back in when you get home
    - Leave it at home when you come to work

7. Inspect your hair, nails, hems and the shine on your shoes.

8. Leave the oversized, disorganized handbag at home

- Carry only a nice portfolio or briefcase.

**Tips for Men- Basically the same as above**

1. Come clean and in clean dress pants/shirt (no T-Shirts)
2. Get a haircut and loose the ball cap.
3. Pants should be clean and pressed.
4. Wear shoes – no tennis shoes
5. Shower and shave!

## Handout - How to Dress for a job interview

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### Tips for Women :

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- Jewelry.
- One nose ring is one too many and may cost you the job of your dreams
  - Put the nose ring back in when you get home
    - Leave it at home when you come to work
- Always take a bath and dress carefully for your interview.
  - Try to avoid arriving in dirty work clothes from another job site

**7. Inspect your hair, nails, hems and the shine on your shoes.**

**8. Leave the oversized, disorganized handbag at home**

- Carry only a nice portfolio or briefcase.

**Tips for Men- Basically the same as above**

1. Come clean and in clean dress pants/shirt (no T-Shirts)
2. Get a haircut and lose the ball cap.
3. Pants should be clean and pressed.
4. Wear shoes – no tennis shoes
5. Shower and shave!

## Ticket

Welcomed Rehab group today. After brief announcements and checking in group went on to discuss how to dress for a job interview for both men and women. Talked about the importance of positive grooming and the opportunity at interview to sell oneself as a good hire.

Tips for dressing appropriately included:

- Check out acceptable dress code for the place you are interviewing (styles may change based on the job site)
- Shoes versus sandals
- Avoid clinging, revealing, inappropriate wear
- Avoid t-shirts, jeans, and tennis shoes
- Check for good repair and cleanliness
- Tone down makeup, hair accessories, perfumes, aftershaves, etc.
- Leave piercings at home
- Leave ear plugs and I-Pods off

### **Individual Note:**

Client participated well with peers and seemed to enjoy today's discussion. Demonstrates a good grasp of personal appearance etiquette in the interview and understanding of how important this is.

### **Plan:**

- Continue working on positive acquisition of job skills
- Continue working on positive self esteem and assertive self agency.