

INTERVIEW ETIQUETTE AND DRESS

Dress

- ___ Buy good quality, versatile, classic items; add to wardrobe as possible
- ___ Be conservative
- ___ Have good quality jewelry (minimal and conservative), watch, pen
- ___ Attend to manicure, polish shoes, clean and press clothes
- ___ Choose good quality portfolio, wallet, purse

Women

- ___ Suits and skirts that are gray, taupe, black, burgundy, or dark green
- ___ Solid color blouses (white, light blue, cream, or gray)
- ___ Skirts that are knee length or below; hosiery in a neutral tone
- ___ Shoes that are leather, closed toe and heel; black, navy, or taupe in color, and two inches or less in height
- ___ Jewelry that is small and subtle, gold or silver, and only one ring on each hand
- ___ Handbags or portfolio: choose only one that is classic leather and same color as shoes
- ___ Make-up should be a flattering shade and minimal; also use fragrances very sparingly
- ___ Hair should be natural (no dark roots or unusual colors), shoulder length or shorter, or up or tied back

Men

- ___ Suits should be dark gray or navy in a classic, conservative style in good quality material that will not wrinkle
- ___ Wear a white shirt and tie (burgundy is a good color) that touches the top of the belt
- ___ Shoes should be black leather and well shined; lace up or slip on style
- ___ Socks should be black or navy and over the calf style
- ___ Wear a leather belt that matches shoes
- ___ Jewelry for men should be only a wedding band
- ___ Cologne should be worn sparingly or not at all

Interview

- ___ Be punctual
- ___ Firm handshake; use interviewer's name
- ___ Show appreciation for the interview
- ___ Be energetic and confident; use "open" body language
- ___ Be organized and prepared with extra resumes, reference list, transcript, pen and paper
- ___ Avoid using slang; don't giggle; don't chew gum
- ___ Don't feel compelled to fill up an awkward silence
- ___ Immediately send follow-up/thank you letter