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Tips and Techniques

Appearance

The purpose for this information is not to make everyone look alike or disguise your personal style. It is to try to ensure that your look does not distract from your spoken communication in the interview. If an employer is thinking about what you are wearing they are not listening to your message.

Male Candidates:

- Fingernails should be short and clean.
- Hair should be clean, well groomed and freshly trimmed. Use a dandruff shampoo, if necessary, and always comb hair with your jacket off.
- A navy blue or dark gray suit is appropriate for most positions. Be sure it is cleaned and pressed.
- Shirts should be white, freshly laundered and well pressed.
- A quiet tie with a subtle design and a hint of red is suitable for a first interview. Avoid loud colors and busy designs.
- Jewelry should be kept minimal. A watch and wedding or class ring are acceptable. Don't wear jewelry or pins that indicate membership in religious or service organizations. Use deodorant and avoid colognes or fragrances completely.
- Shoes that are black and freshly polished (including the heels) are a safe choice for an interview. Socks should be black or blue and worn over the calf.
- For good posture, cross legs at the ankles, not at the knees.
- Maintain good eye contact.
- Don't take cell phones into an interview.

Female Candidates:

- Fingernails should be clean; manicured if possible. Choose subtle low-key colors over bright fashion colors for nail polishes.
- Wear a suit or tailored dress. Blouses should also be tailored and color coordinated. Don't wear big bows or ties.
- Avoid exotic hairstyles and excessive makeup. Hair should be neat, clean and brushed with your jacket off.
- Use deodorant and avoid colognes or fragrances.
- Jewelry should be limited and subtle. Don't wear jewelry or pins that indicate membership in religious or service organizations.
- A closed toe pump that is color coordinated with your outfit is appropriate for an interview. Avoid open-toed shoes or sling-backs.
- For good posture, cross legs at the ankles, not at the knees.
- Maintain good eye contact.
- Do not take cell phones into an interview.