



Dress for Success

Compiled by Marilyn Poole and Cheryl Varnadoe

Interviews with potential employers are very important in the search for a great job. You will want to do your best with this very important part of getting a job. “You only have ONE CHANCE to make a good first impression!” Your people skills, manners, attitude and appearance will play a major role in how the employer will remember you and can be as important as your background, education and experience.

There are five key points for a successful interview:

BE ON TIME!

Be at least 15 minutes early for your interview, so that you can find the room or office. Stop by the restroom for a quick glance in the mirror for a quick touch up of your hair, and add fresh lipstick for girls.

DRESS PROFESSIONALLY

Your clothes will say a lot about you to the potential employer, so you want to be sure to make a good impression. Be conservative when dressing for an interview. This is not the time to wear the latest trend or fad. Solid colors (rather than prints or florals) present a more serious, business like appearance. Check the company’s website for information on the dress code. It is always a good suggestion to dress up a notch, which shows that you are a confident person.

Girls / Women:

- Best Choice for Job Interview: Dark solid color suit with coordinating blouse, or tailored dress
- Suggested Choices for 4-H Interviews for State Congress and Dean’s Awards: Nice Dress Pants or Skirt with Jacket or District Officer Blazer
- Simple Jewelry (not the time for a fashion statement with large jewelry. Keep earrings simple and to a minimum)

- Medium heel pumps or closed toe shoes, hose if appropriate
- Be Well Groomed (hair, subdued makeup, nice nails not chipped nail polish)

Avoid for Interviews and Workplace:

- Florals and really bright colors; high slit skirts or low cut tops or dresses; high heels; heavy makeup and strong perfume

Boys / Men: • Best Choice for Job Interview: Dark suit with coordinating dress shirt (white is usually the best choice for business; neatly pressed) and a professional, coordinating tie

- Suggested Choices for 4-H Interviews for State Congress and Dean's Awards: Nice Dress Pants with Blazer (Navy or District Officer Blazer); Neat Dress Shirt (White, Light Blue, Light Yellow or Light Green) with coordinating, professional tie.
- Neat, clean shoes in good condition with dark color socks that match pants.

Avoid for an Interview:

- Jeans or Casual Clothes (Short sleeve shirt)
- Shirts without ties; Ties that are not appropriate for a business setting (not sports or cartoon features); Strong cologne
- If you arrive with multiple piercings or tattoos, what the interviewer thinks of them may affect your success in the interview.

BE PREPARED

Practice an interview with your neighbor, teacher or your parent. Practice talking to the mirror to see what your facial expressions are to questions that might be asked.

Think about your answers to common questions such as:

- What is your greatest strength?
- What are your weaknesses?
- Be prepared to ask a couple of questions to the person about the job.
- What do you enjoy most about working in this organization?

BE CONFIDENT

Be friendly and confident, but know when to stop talking after you have been asked a question. Show some restraint and always be respectful during the interview. Smile, be personable and enthusiastic but yet professional. Be careful not to eat or drink foods before the interview that have strong odors or can discolor your lips and tongue. Also, *NO GUM*.

SHOW YOUR APPRECIATION

After the interview, write a thank you note to the employer and thank them for the opportunity for the interview. This will show your interest in the job and your good manners.

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Group Curriculum #3GC3

Spring 2014

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