Overview
- Styles
- Colors
- Alterations
- Shirts
- Shoes
- Accessories
- Grooming
- Don'ts

Image is often as important as content
They say your smile and handshake are the first things a potential employer see...

Your clothes are probably a close second.

Interviewers were surveyed
- On average interview lasts up to 1 hour
- It takes interviewer 6 minutes to decide if you are hireable

Wearing a Suit...
It should be a clean, classic fit, not too trendy
The Great Pant Suit vs. Skirt Suit Debate

If you are serious about advancing your career, dress professional and lean on the conservative side.

Skirts
- Skirt should be long enough to not distract when you sit down.
- Pleats should not pull open.
- Should turn easily around body.
- Straight skirts should hang from the buttocks in a straight line and not curve under.
- Should end around the knee.
- No visible lines under skirt.
- No high slit in skirt.
- Make sure your slip does not show.

Styles – Jackets
- 2 Button
- 3 Button
- Double Breasted

Cuts
- Traditional
- Athletic
- Executive
- European

Will be fully lined to the cuff.

Four button or more not appropriate style for interviews.

Leave bottom button un-done.

Pants are considered business casual.
**Styles – Trousers**

- **Pleated**
- **Flat Front**

Lined to the knee
- Increases comfort and durability

These will fit different than jeans and casual pants

They should feel fuller through the thigh and should be worn at your waist

**Colors**

- **Black**
- **Charcoal**
- **Navy Blue**

- **Chalk Stripe**
- **Pinstripe**
- **Glen Plaid**

Stay away (If at all possible) from:
- Bankers Gray
- Tan
- Olive
- Taupe
- Brown

You could do chalk stripe, pinstripe, or glen plaid (usually could do a pattern suit for a second interview)
Fabrics - All season fabrics are best

Women
- Lightweight wool
- Wool crepe
- Silk (raw)

Men
- 100% Worsted Wool

Wool
- Can be worn year round
- Very Breathable
- Travels very well
- Easy to care for
- Crumple test
  - You should be able to crumple in your hands and it will retain its shape

Suit Care
- Dry clean suit when it is dirty (few times a year)
- If only wrinkled have it pressed
- Always use curved hangers (usually will come with suit)
- Always unbutton your suit coat when sitting
- Hang jacket when in the car
- When sitting, pull your slacks up and the thigh to reduce stress on the fabric
- Jacket pockets and vents are sewn shut to prevent the drape of the jacket from falling

Alterations - Jacket

Don’t buy size buy fit – the suit should feel comfortable

Be sure to address the fit around the torso – gaping is not a good look

Not big enough through the mid-section
Alterations - Jacket

Jacket collar should closely follow the silhouette of the neck – no gaping

Notice the roll at the neck

Alterations - Jacket

Sleeve of jacket should touch your wrist bone

A traditional look is to show ¼ - ½ of shirt cuff below your jacket

The length of jacket will depend on your body proportions and the fashion trends but it should cover your entire seat
Alteration – Men’s Trousers

Normally the pants on off the rack suits are unfinished
- They have 1 to 2” of additional fabric in the waist / seat for minor adjustments
- They will be 6 to 8” too long so they can be hemmed to fit

Cuffed pants are more traditional
- The cuff adds weight the bottom of the pant and allow the fabric to drape more naturally
- Cuffed pants work best with pleated pants

Non-cuffed pants are generally better suited for slim, plain front pants
- Slim legs hug your body tighter and don’t require extra weight at the bottom – that said, cuffs can look excellent on straight legs pants too

You will also need to decide how much break of the pants
- The break is the degree to which a pant extends down your leg
- This ranges from a full-break to no-break

Full-break hems extend to the top of the heel on your shoe
- The cuff generally will cover ⅔ to ¾ of the laces on your shoe
- Looks best with wider-legged, pleated pants
- Traditional and classic

A half-break is a hem that slightly shorter that a full-break
- Instead of the pant hem ending at the top of the heel, it ends about ½ to ⅔ of the way down
- Your socks may show while you walk
- This look is suited for either flat front or pleated trousers

A trouser with no break is known as a “flood trouser”
- The pant neatly ends at the top of the shoe
- This look is best suited if you wear a slim, flat front trouser
- This is not a look for the faint of heart and is probably best suited for other occasions
Blouses

Like a tie for men

Choose natural fibers or top quality blends such as silk, crepe challis, cotton and linen
- Muted colors are best
- Patterns need to be small and unobtrusive
- Stay away from loud prints and colors

Jewel neck and high collars work best with most jackets

The less flesh shown, the more powerful you look
- Two inches above cleavage is considered conservative
- You should be covered from just below the collar bone to just above the knee

Wear appropriate undergarments when wearing light colored blouse

Buttons should not pull across the chest – one inch on either side

Long sleeves which reach to the wrist bone and stick out from the cuff of jacket between $\frac{1}{8}$ to $\frac{1}{4}$

Sleeveless is OK under a jacket – but stay away from sleeveless if there is any chance you might take off your jacket

Tail of blouse should be longer than your hip bone so it can be tucked in
- Tailless blouse is considered casual wear so stay away from this style for interviews

White or Oxford Blue for first interview
- Should be lighter than your suit

100% cotton best fabric
- Send to cleaners – ask them to hang

Wear a short sleeved t-shirt underneath
- Wife beaters are verbotten!!!

Point collar shirts present the cleanest look and work well with all styles of suits

Should be smooth around the neck and allow for an index finger of breathing room in the collar

NO SUCH THING AS A SHORT SLEEVED DRESS SHIRT

Avoid stripes for the first interview
- A woven pattern is fine
Closed toed shoes that have been shined are preferred.
Never wear sandals or strappy heels.
Avoid high or stiletto heels.
Be very selective if you think you might want to wear boots

Shoes - Women
Want to wear boots? Give leather boots a go. They don’t even have to be heeled. Not only are flat boots much more comfortable, but they’re in style and classic – so they’ll last you more than one fashion cycle – and they transcend seasons

Shoes - Men
Lace-up shoes look professional and work especially well with suits
Choose either Cap Toe, Split Toe or Plain Blucher styles
Black or burgundy shoes can be worn with navy blue or charcoal suits
Socks must match the suit pants and be long enough to cover the calf
Brown shoes are not recommended for interviewing
Be sure shoes are shined, that the edging is not fading (a magic marker can sometimes work wonders) and that laces are not broken or frayed
  - Interviewers view this a sign that you have attention to detail

LOAFERS ARE NOT ACCEPTABLE DRESS SHOES!!
Hose...

Select hose that match your skin tone *(required for interviews)*
Hose color should not bring attention to the leg area
No hose or tights with patterns or textures

Accessories...

Rule of 7, no more than 7 pieces of jewelry
Do not dress high fashion

Plan on Piling on the Jewelry...DON’T!
- It’s nice when people make an effort with jewelry, but loud, clinking bracelets can be a little distracting and irritating. Instead of piling on numerous bracelets, try one big chunky bracelet. It’s a great way to make a statement without making a racket.
**Accessories**

- **Tie**
  - 100% silk – best fabric
  - Single knot – great videos on youtube to help you learn how to tie
  - Should be darker than your shirt
  - Should repeat the color of your shirt, your suit or both

- **Belt**
  - Must match shoes

- **If you wear a pocket square is should compliment your tie or be white**

- **If you wear leather strap watch band must match belt & shoes**

- **Braces (Suspenders)**
  - Similar to tie – should compliment tie, shirt or suit
  - Stay away from novelty braces
  - Clip-on suspenders are verbotten!!
  - When buying suit tailor can add braces buttons when pants are being tailored

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**Grooming - Women’s Hair**

- Keep hair out of your face!
- Don’t have a style that you have to constantly touch
- Have something simple and not attention grabbing
Grooming – Men’s Hair

Clean Shaven or closely trim beard / goatee or moustache

Hair cut
• If you have long hair, consider shorter style it will always grow out

Grooming - Makeup

If you really hate the idea of makeup, try using just one product, especially lipstick.

Lipstick can make a big impact and give the appearance that you’re wearing more.

Enlist the help of a makeup counter expert before picking a shade.

Grooming - Fragrance

2 squirts of perfume or cologne is the rule of thumb

Better to wear none, than too much

Watch out for body odor – be sure to bathe and use deodorant
Grooming - Fingernails
Make sure they are clean and trimmed
Although some may like their nails long, there is definitely a limit on how far you can go in a professional environment
A simple style with either a clear finish or muted color will convey the best image

Grooming - Tattoo
It should not be visible
Cover up tattoos with clothing, Band Aids or make-up

Grooming - Piercings
Take out all visible piercings
You may like them, but it can be offensive to other people
Women - Wear 1 set of visible studs
Where to Get Affordable Business Attire

Cindy's Resale Shop
3723 W Main St
Norman, OK 73072
(405) 364-7770

DON'Ts - Women

Wedge and Stiletto heels are not acceptable
Make sure your blouse is not too tight
Short or high slit skirts are verboten
Form fitting skirts are not professional

Do not wear patterned hose
After 5 makeup is just for that after 5
DON’Ts - Men

- **Colors**: TAN, OLIVE, TAUPE, BROWN, BANKERS GRAY
- **Shirts**: No Polyester, Cotton, or Linen
- **Styles**: No jackets with 4 buttons or more, or mandarin style (no collar)
- **Fabrics**: No Polyester, Cotton, or Linen

DON’Ts - Men

- **Alterations**: That you don’t need them
- **Shoes**: No Loafers
- **Grooming**: Don’t try a new hair style right before interview
  Don’t forget to bathe, & use deodorant

Wrap up

It is better to be remembered for what you said during an interview than for what you wore.

**Good Luck!**