DRESS FOR SUCCESS

TEENS WORK! SESSION 3
WHAT’S SO IMPORTANT ABOUT THE CLOTHES YOU WEAR?

• First impressions are critical.
• You are marketing a product – YOURSELF!
• Dress is the first thing an employer sees when greeting you.
• Will dressing properly get you the job? NO, but it will:
  – Give you a competitive edge
  – Provide a positive first impression.
HOW SHOULD I DRESS FOR A JOB INTERVIEW?

• Conservative is ALWAYS the safest route.
  • Do some investigation of the employer:
    • What you wear should make you look as though you **FIT IN** with the organization.
    • If you wear casual clothes, the employer may feel that you don’t care enough about the job.
    • Clothing that reveals your cleavage, back, chest, stomach or undergarments is not appropriate for the workplace, even in a business casual setting.

• Ways to find out the proper way to dress for a job:
  • Call the Human Resources offices and ask.
  • Visit the company’s location and observe the attire current employees are wearing.
    • Make sure you are not there on a “casual day”.

HINTS TO DRESS FOR SUCCESS

• Clean and polished conservative clothing and dress shoes.
  • Make sure clothes are free of wrinkles, holes, or stains.
• Well-groomed hairstyle.
• Neatly trimmed facial hair or clean shaven.
• Cleaned and trimmed fingernails.
• If you choose to wear make-up and or a fragrance – keep it minimal.
• If you have any visible body parts pierced or tattooed:
  • Remove piercings and cover tattoos if possible (unless allowed by employer/company).
  • Ear piercings are usually acceptable.
HINTS TO DRESS FOR SUCCESS CONTINUED...

- Simple jewelry.
- No body odor.
- Well-brushed teeth and fresh breath.
- No gum, candy, or other objects in your mouth during the interview.
- SMILE – Let them see you shine!
- Phone turned OFF before entering interview.
- To carry belongings/important papers:
  - Portfolio folder or binder
  - Small purse
  - Briefcase
Tops, Shirts, and Blouses

• Acceptable:
  • Dress shirts (button down shirts)
  • Blouses
  • Polo shirts
  • Sweaters tops/Turtlenecks
  • Suits/Sports Coat
  • Tie (optional) – choose conservative color/pattern

• Not Acceptable:
  • Tank tops/halter-tops (unless worn under a jacket or sweater)
  • Crop tops (or any tops that show your midriff)
  • See-through tops
  • Tops that are too revealing.
  • Sweatshirts
  • Shirts with potentially offensive words, logos, or images.
PANTS AND SLACKS

• Acceptable:
  • Dress pants
  • Slacks that are similar to Dockers/Dickies
  • Wool pants
  • Belt that matches shoe color (optional)

• Not acceptable:
  • Jeans
  • Pajama pants
  • Sweatpants
  • Exercise pants
  • Shorts
  • Overalls
  • Leggings or any spandex clothing
SKIRTS AND DRESSES

• Dress and skirt length should be no shorter than four inches above the knee, or a length at which you can sit comfortably in public.

  – Acceptable:
    • Dresses and skirts that are split at or below the knee.

  – Not acceptable:
    • Short, tight skirts (mini skirts)
    • Short shorts
    • Spaghetti-strap dresses or strapless dresses (unless worn with a jacket/sweater over it).
FOOTWEAR

• Acceptable:
  • Flats
  • Low dress heels
  • Leather deck shoes/loafers
  • Boots
  • Conservative athletic shoes/sneakers

• Not acceptable:
  • Flip-flops
  • Sandals
  • Slippers

• Closed toed shoes are the best option and are required in some job facilities.
• Clean or polish shoes if needed.
• **Jewelry, Makeup, Perfume, and Cologne:**
  – Non-distracting choices:
    • Simple jewelry.
    • Minimal make-up in natural tones.
    • Non-overbearing scents for perfume/cologne.

• **Fingernail Length:**
  – Fingernail length should not interfere with the effectiveness and efficiency of your job performance (i.e. typing, washing, etc).
  – Nails should be trimmed and clean.
  – If you use a polish, choose a light/conservative color.

• **Hats and Head Covering:**
  – Hats and caps are not appropriate in the office.
  – Exceptions may include head covers for religious purposes or to honor cultural traditions.
Looking professional doesn’t have to cost a lot…here are a few options to save money on interview clothes:

- Goodwill, Savers, and thrift stores
- Salvation Army
- Church clothing centers
- Garage sales
- Borrow from friends and family
- Discount retail stores:
  - Ross
  - Burlington Coat Factory
  - Walmart
  - TJ Maxx
  - Marshall’s
DRESSING ON THE JOB

• Once you’ve landed the job…
  • Consult your supervisor as to what is acceptable for his/her department.
  • Ask about any “casual days” and what type of dress is allowed on those days.
  • When in doubt, DRESS CONSERVATIVELY!
NO-GO
STEAL THE SHOW
NO-GO
STEAL THE SHOW
YES

VS

NO
YES

VS

NO
TARGET PRACTICE

- Over the next few slides you will determine whether an outfit is appropriate or inappropriate for an interview.
WHICH IS INAPPROPRIATE?

A)  
B)  
C)
WHICH IS APPROPRIATE?

A) 

B) 

C)
WHICH IS APPROPRIATE?

A) 

B) 

C) 

D) 

E) 

F)
WHICH IS APPROPRIATE?

A)  
B)  
C)  
D)  
E)  
F)  

I'm thinking...
WHAT IS TOO CASUAL?
WHICH IS APPROPRIATE?

A)

B)

C)

D)
WHICH IS APPROPRIATE?

A)

B)

C)

D)
KEEP CALM and nail YOUR INTERVIEW

Popular sayings #38
Dress for the job you WANT, not the one you HAVE.