



Your Professional Image

Careful planning of your appearance is essential, as this could be what sets you apart from all other applicants. If you are well presented, it shows you care about the job and are willing to make the effort. Be comfortable with what you wear, otherwise you may find yourself focusing too much on your clothing rather than the interview questions.

Generally speaking...what you wear to the interview should reflect the type of job you are going for. So here are some ideas:

For Men

Professional organizations:

The best colours for men's suits are charcoal grey, dark blue and black. A three-piece suit is not necessary. Keep your shoes clean and polished. Select a muted and simple tie.

Semi-professional organizations:

In most cases, it is best to wear a suit. If you feel overdressed upon arrival, you can remove your jacket and even your tie.

Casual organizations:

Jeans are OK in some work environments, but not all. It is preferable to wear a pair of dark, casual pants and a sports shirt that presents a professional image without being over-dressed.

Additional Tips:

- ★ Personal grooming – have a neat hairstyle and facial hair, and clean trimmed nails.
- ★ Remove earrings and any facial jewellery (unless they are industry/job appropriate). Do not wear excessive jewellery.
- ★ Select clothing that conceals any tattoos.
- ★ Don't wear white socks with dark trousers.
- ★ Shoes should always be clean and polished.

For Women

Professional organizations:

Acceptable suit colours and cuts vary widely (if uncertain, refer to employees for direction). Keep skirts at a decent length – interviews are not the time for wearing miniskirts.

Semi-professional organizations:

A casual suit, a simple dress or trousers with a jacket is professional yet not overstated.

Casual organizations:

Casual choices for women seem endless. Rather than a matched suit, separates are the way to go for a casual look. Pants or skirt – either is appropriate.

Additional tips:

- ★ Wear short/medium hair styled neatly. Long hair is best tied back; avoid large accessories.
- ★ Keep accessories simple. Remove any facial jewellery.
- ★ Select clothing that conceals any tattoos.
- ★ Blouses should be stylish and conservative. Wear simple accessories (such as scarves, brooches or pins).
- ★ Wear plain skin-coloured pantyhose, or black/navy if you are wearing dark colours.
- ★ Wear medium-height closed-toe shoes. Avoid strappy sandals, stilettos or worn-out shoes.