First Impressions

Joshua Center
For Neurological Disorders

You only have *ONE CHANCE* to make a *good* impression!

You Are What You Wear

- In *ANY* employment setting, people first notice: **your clothing, your face, your hands and your shoes.** Irreversible assumptions are made almost
- immediately based on a person's appearance. **The care taken in your appearance indicates the care you'll take in your position.**

How do you know if you are ready for that interview?

It's all About Perception

- If you look like a/an _____, people will treat you like a/an _____.

- If you act like a/an _____, people will treat you like a/an _____.

- If you talk like a/an _____, people will treat you like a/an _____.

Interview Prep - Think About It!

- Consider **the environment**
- Consider **your goal**
- Consider **the clues**
- Consider **others' dress**
- Consider **the impression** you want to make or leave

Introductions

- If you forget someone's name, be honest.
- If your name is mispronounced, politely say the correct pronunciation.
- If someone forgets to introduce you, politely introduce yourself.
- Wait to use a person's first name until instructed to do so.
- When unsure, follow the lead of others.

Phone Etiquette

- Turn phones off during interviews, meetings or meals.
- When carrying the phone, use low ring volume or vibrate mode.
- Use a low voice when speaking on your phone in public.

Conversation Etiquette

- Avoid discussing: politics, religion, gossip, sex, and anything too personal or negative...
- Safe topics: weather, books, movies, music, travel, pets and anything non-controversial

Dining Etiquette

○ Place napkin on lap as soon as seated.
○ Wait for everyone to be served before eating.
  Cut a small portion at a time (1 or 2 bites).
○ Keep elbows off the table.
○ Keep conversation polite.
○ *NEVER* talk with a mouth full of food.
○ Excuse yourself to blow your nose.
○

Hair - It's *All* in the *Details!*

- Simple style – You don't want to distract the interviewer with obnoxious hair.
  They should notice you for your skills and
- experiences, not your hair.
  Keep it out of your face.

Dressing to Impress

- Follow Company Policy. Your first reference point is the employee manual. Warning - business casual means different things in different companies! Casual dress ranges from coordinated skirt/pant sets to khakis and polo's. Business casual does not mean jeans or tennis shoes.

Put Your Best Foot Forward

- Many managers and interviewers make assumptions based on an individual's shoes.
- This is one way of assessing whether you pay attention to details.
- Shoes should be neat and polished.

Very Important Tips

- Clean and trim those dirty nails.
- Go light on the cologne.
- Empty your pockets to avoid clinking or bulges.
- Turn off cell phones.

More Tips

- No gum.
- Don't smell of cigarettes.
- Press your clothes.
- Polish those shoes.

DO IT, THEY'LL LIKE IT!

Business Dress - Men

- Attire appropriate for meetings or an office environment.
- Purpose is to convey a professional appearance, as well as create an environment conducive to work. Personal expression is encouraged,
- but should not be taken to extremes.

Professional Attire for Men

Tie:
- Classic design
- Classic colors
- Should touch the top of the belt

Suit:
- Fitted
- Single breasted
- Navy Blue/Black/Gray
- Should match belt
- Do not button all buttons on the suit jacket

Hygiene:
- Always wear deodorant
- Maintain fresh breath
- Avoid strong cologne
- Cover tattoos & remove piercings
- Nails should be neatly trimmed

Hair:
- Simple, conservative
- Get a haircut 3-5 days prior to interviews

Dress Shirt:
- Crispy ironed
- Suggested: White/Light Blue

Jewelry:
- Should be limited
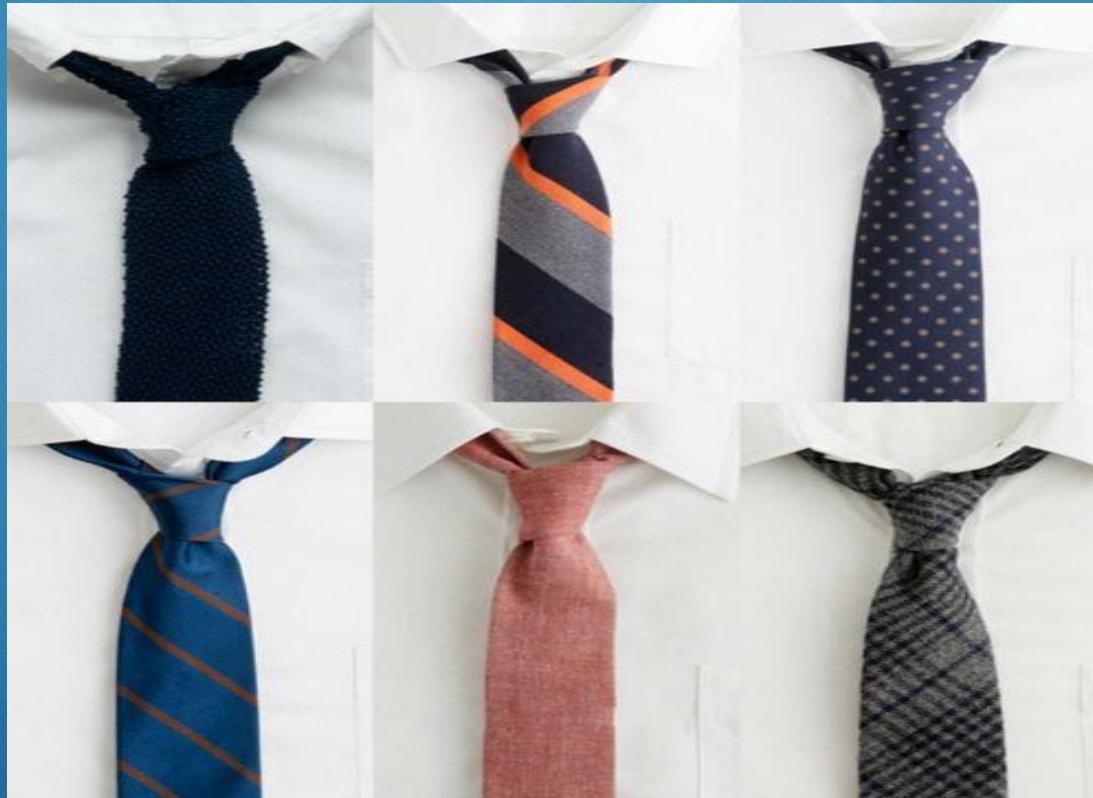- A watch and ring are acceptable

Footwear:
- Should always match belt
- Polished and well-maintained
- Socks should be calf-length and should always match shoes (white socks are **not** acceptable)

Career Development
Student Center 225
563.425.5229
careers@uiu.edu
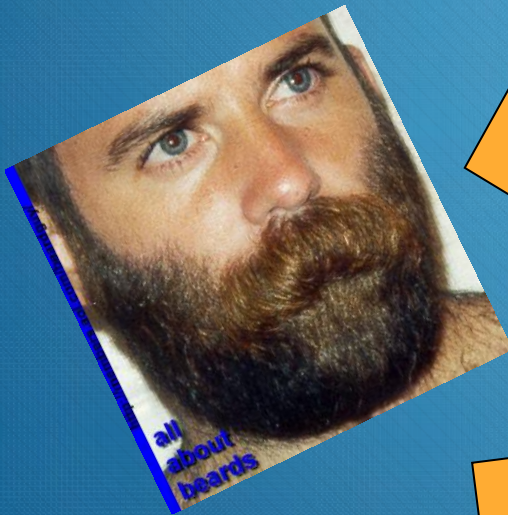www.uiu.edu/careers

What Do You think?

Which tie would you wear?

Watch the Facial Hair!

Shave it and trim it.

MAYBE!

NO

YES

Successful Dress - Women

- Attire appropriate for meetings or an office. Purpose is to
- convey a professional appearance.
- Personal expression is encouraged, but should not be taken to extremes.

Interviewing Attire

Dos
- Jewelry in moderation
- Conservative 2-piece suit
- Skirt: Knee-length
- Hoisery at or near skin color
- Dark Shoes

Don'ts
- Necklace too large/distracting
- No bright colors/patterns
- Capris: too casual
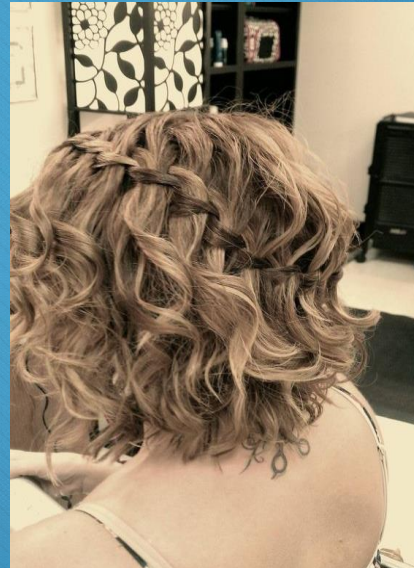- No open-toed shoes

First interview looks

Five dressing tips: 1 Be more classic than trendy; 2 Keep your heels 1 – 3 inches; 3 Show a little style with your purse; 4 Carry an iPad or pad and pen for notes; 5 Get your suit tailored so it fits just right. (Loving these Banana suits)

Working Your Relaxed Business Capsule

youngpolishedandprofessional.blogspot.com

Interview Hairstyles for Girls

https://www.pinterest.com/explore/job-interview-hair/

https://www.pinterest.com/pin/74520568811241937/

Distracting or Not Distracting?

Check with Human Resources after receiving a job offer on what is acceptable and unacceptable.

You Get ONE CHANCE

You will never get another chance to make a first impression.
Will Rogers

It's Up To You!