

Appearance Matters!

Your appearance is important whether you are being interviewed or working at your job. Appearance includes the way you dress and the way you walk and stand. Your appearance at the interview tells the employer how neat and professional you would be on the job.

Most employers will look you over and in a couple of minutes will have formed an opinion of you based on what they see. This is why it is important to be aware of how you look to others. In fact, how much a person is paid often depends on how he or she looks at the job interview.

Basic Rules for Dressing Properly

Do's

- ✓ Wear clean, wrinkle-free clothes.
- ✓ Make sure that the buttons are not coming off or missing.
- ✓ Wear appropriate shoes in good condition—no tennis shoes.
- ✓ Make sure your hair is cut, washed, and styled neatly.
- ✓ Men, be neatly shaved.
- ✓ Have clean, trimmed nails.
- ✓ Use deodorant.

Don'ts

- ✓ Don't wear heavy perfume or aftershave.
- ✓ Women, don't use heavy makeup.
- ✓ Don't dress flashy, wear extreme hairdos, or sexy clothing to get attention.
- ✓ Avoid wearing jeans and t-shirts.
- ✓ Avoid big purses, dangling earrings, or jingling belts.
- ✓ Do not smoke, chew gum, or use tobacco.

E X A M P L E S :

When Mary goes to apply for a job, she puts on her best skirt and white blouse. She makes sure that her clothes are pressed and her shoes are polished. Since she is going to apply for a job as a waitress, her hair is clean and combed neatly. She knows that she will be working around food and close to customers so she always uses very little make-up and perfume. She also keeps her hair and fingernails clean and neat.

When Harry goes to apply for a job, he always makes sure that he has dark-colored pants and a white or blue shirt. His clothes are clean and ironed. His hair is short and neat. He makes sure his face is neatly shaved. Harry feels much better when he is clean and fresh. He can concentrate on answering the interview questions and not worry about his appearance.

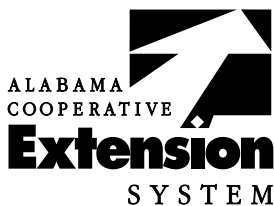
Never take friends or relatives with you when looking for a job. If the employer wants to meet your husband or wife, he or she will usually ask for them to come on the second interview. This is very important because it shows that you are independent. It also shows that you know how to balance family and work responsibilities. Also, never bring radios, food, or drinks when job hunting.

Another part of your appearance is the way you carry yourself. This includes the way you stand, speak, and make eye contact. When asking for an application for employment, make sure you look the employer in the eyes and speak clearly. This shows the employer that you have pride in yourself.

Ways To Show *Confidence*

- Know when to go to different job sites.
- Never go job hunting between noon and 1:30 p.m. This is usually lunchtime.
- Never interrupt someone to ask for an application.
- Start every day with a positive feeling such as "I do have a chance of getting this job."
- Never go to a company feeling down on yourself or discouraged.
- Speak with confidence and talk directly to the manager; do not look up at the ceiling or down at the floor.

These materials were developed by Dorothy Taylor and Jeffrey J. Guidry of the Texas Agricultural Extension Service with a grant provided by Mississippi State University—Southern Rural Development Center.



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For more information, call your county Extension office. Look in your telephone directory under your county's name to find the number.

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