

# Dressing for an Interview

**PLEASE NOTE : FIRST IMPRESSIONS ARE USUALLY FORMED IN THE FIRST 2 MINUTES OF MEETING SOMEONE!**

Tips for dressing for an interview:

- Clean clothes (no holes)
- Polished shoes
- Iron your clothes
- Ensure clothing is suited to type of job you are interviewing for.



**CORPORATE**  
THIS APPLIES TO WORK EXPERIENCE IN AN OFFICE ENVIRONMENT. EXAMPLES ARE WORKING FOR A LAW FIRM, IN AN ACCOUNTANT'S OFFICE OR IN LOCAL GOVERNMENT.

**DONT LOOK LIKE YOU ARE GOING TO A NIGHTCLUB**

- SOLID COLOUR SUIT OR SMART JACKET WITH SUIT OR TAILORED PANTS
- LIMITED JEWELLERY (MORE IS BETTER THAN TACAM)
- NEAT, PROFESSIONAL HAIRSTYLE
- SPARSE HANDBY AND FERRINE
- COORDINATED BLOUSE
- MANICURED NAILS
- SHIRT SHOULD BE OF MODERATE LENGTH
- CLOSED TOE SHOES (HEELS SHOULDN'T BE TOO HIGH)

**DONT LOOK LIKE YOU'VE BEEN CAST IN AN EPISODE OF UNDERBELLY**

- NEAT, PROFESSIONAL HAIRSTYLE
- CONSERVATIVE SUIT (NAVY, BLACK OR GREY)
- KEEP THE TIE PLAIN OR PATTERNED BUT STEER CLEAR OF COMIC, TIES AND ANIMAL IMAGES
- NO JEWELLERY
- NEATLY TRIMMED NAILS
- WHITE LONG SLEEVE SHIRT, SIMPLE CHECK OR PIN STRIPE
- GO EASY ON THE AFTERSHAVE
- WEAR DARK SOCKS

The image contains two panels of fashion advice. The left panel, titled 'CORPORATE', shows two women. The first woman is wearing a black blazer over a light pink top and a black skirt, with a black handbag. The second woman is wearing a black sequined top and a black leather skirt. The right panel shows two men. The first man is wearing a dark suit, white shirt, and striped tie. The second man is wearing a blue short-sleeved shirt, khaki pants, and sunglasses. The panels include various text tips and decorative purple dots.

# Interview tips

Key Questions asked at an interview:

- “Tell us a bit about yourself”  
(icebreaker but often hard to answer)
- “Why have you applied for the position and what skills do you bring?”
- “What do you know about our organisation/business?”
- An OHS&W scenario “what would you do?” (safety in the work place)
- “Have you got any questions for us?”

## POSITIVES

- Arrive at least 5 minutes early.
- Good handshake
- Good eye contact
- Be honest
- Appropriate humour
- Minimal makeup
- Clean hair, nails, hands.
- Research the company you’ll be working for
- Prepare an intelligent question.

## NEGATIVES

- Lateness
- Chewing gum
- Sniffing
- Mobile phone on  
(worse still, answering it)

**PRESENTATION**  
Your communication and the image you present create the first impression - often the lasting impression - on the people you meet.  
Studies about people meeting reveal that most people make decisions about a new acquaintance within the first thirty seconds to two minutes of interaction. This does not give you much time to make a good impression. Dress for the job you want not the job you have!

**USE ACTIVE LISTENING**

- 1. Pay attention.**  
Give the speaker your undivided attention, and acknowledge the message. Look at the speaker directly. Put aside distracting thoughts.
- 2. Show that you are listening.**  
Use your own body language to let the speaker know you are paying attention.  
Nod occasionally.  
Smile and use other facial expressions.  
Note your posture and make sure it is open and inviting.
- 3. Provide feedback.**  
Reflect what has been said by paraphrasing...  
“What I’m hearing is...” and “Sounds like you are saying...” are great ways to reflect back.  
Ask questions to clarify certain points...  
“What do you mean when you say...” “Is this what you mean?”

**NON-VERBAL COMMUNICATION**  
You communicate numerous messages by the way you walk, talk, stand and sit. It’s often what you don’t say that can speak more loudly than what you do say!

**WHILE YOU WAIT FOR AN INTERVIEW**  
The way you sit in the lobby, the way you greet the receptionist and the interviewer, and the way you wait, will all have an impact on whether you are going to be considered for the job. Be friendly and pleasant, but not overbearing. If you need to wait, sit quietly (no phone calls) and patiently.

**SHAKE HANDS WITH THE INTERVIEWER**  
YOUR HANDSHAKE SHOULD BE FIRM - NOT STICK OR WIMPY.  
TO AVOID SWEATY PALMS VISIT THE REST ROOM, WASH YOUR HANDS, AND RINSE THEM UNDER COOL WATER PRIOR TO THE INTERVIEW.  
KEEP YOUR PALMS OPEN RATHER THAN CLENCHED IN A FIST AND KEEP A TISSUE IN YOUR POCKET TO (SURPRISE!) Wipe THEM!

**TIP:**  
If you’re finding it particularly difficult to concentrate on what someone is saying, try repeating their words mentally as they say them - this will reinforce their message and help you stay focused.



- NON-VERBAL COMMUNICATION DURING AN INTERVIEW**
- Make eye contact with the interviewer for a few seconds at a time
  - Smile and nod when the interviewer is talking, but don’t overdo it
  - Be polite and keep an even look to your speech
  - Don’t slouch
  - Do relax and lean forward a little towards the interviewer so you appear interested and engaged
  - Don’t lean back. You will look too casual and relaxed
  - Keep your feet on the floor and your back against the lower back of the chair
  - Pay attention, be attentive and interested
  - Listen

• Not sure what to do with your hands? Hold a pen and your notepad or rest an arm on the chair or on your lap, so you look comfortable. Don’t let your arms fly around the room when you’re making a point.