

Going to Work Series

How to Get a Job – How Do I Look?

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Your appearance is important, whether you are being interviewed or working at your job. This 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 depends a lot on how they look when they interview for a job.

Here are some basic rules for dressing properly:

Dos

- Wear clean, wrinkle-free clothes.
- Make sure that the buttons are sewn on.
- Wear appropriate shoes in good condition (no tennis shoes).
- Your hair should be cut, washed and styled neatly.
- Men should be neatly shaved.
- Have clean and trimmed nails.
- Use deodorant.

Don'ts

- Do not wear heavy perfume or aftershave.
- Women should not use heavy makeup.
- Do not dress flashy, wear extreme hairdos or sexy clothing to get attention.
- Avoid wearing jeans and tee shirts.

- Avoid big purses, dangling earrings or jingling belts.
- Do not smoke, chew gum or tobacco.

For example, 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 a minimum amount of makeup 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 think about the interview and his answers to the questions he is asked because he does not have to worry about how he looks.

Never take friends or relatives with you when looking for a job. If the employer wants to meet your husband or wife, they 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.

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Another part of your appearance is the way you carry yourself. This includes the way you stand, speak and make eye contact. When you are 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.

Here are some ways you can show confidence:

- Know when to go to different job sites.
- Never go job hunting between the hours of 12:00 p.m. 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.

In the space provided, answer "yes" or "no" to the following questions. These deal with a job applicant's appearance and self-esteem.

	Right Way	Wrong Way
Mary wears her new shorts to the interview.		
John wears clean jeans when looking for a job as a laborer.		
Joseph has on a pressed shirt and pants.		
Dave decides to apply at the Fish Inn. Since it's 12:30, he decides to eat and pick up an application while he's eating.		
Mary lights a cigarette and asks the manager for an ashtray.		
John is chewing gum during his job interview so he won't show his nervousness.		
Mary is wearing her new mini-skirt to look for a job.		
John is shy, so he doesn't look up during the interview.		
Mary knows she will never find a job.		

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Write down everything you will wear on your next interview:

I

Job interview at: _____

Date: _____

What I will wear: _____

II

Job interview at: _____

Date: _____

What I will wear: _____

III

Job interview at: _____

Date: _____

What I will wear: _____

Always believe in yourself. Dress so you feel and look good. Even though many other people are looking for the same job, figure out how you can look like the right person for the job. You can be the best you can possibly be. Show the employer that you are confident and really want that job. The only way you can do this is if you feel good about yourself and about the way you look.

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