First Impressions
You only have **ONE**

**CHANCE**

to make a *good* impression!
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.
What Do You think?
Which tie would you wear?
Watch the Facial Hair!

Shave it and trim it.
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.
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
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!