

## HOW TO DRESS FOR EVERY TYPE OF JOB INTERVIEW?



Since there's no one "right" way to dress for an interview...**How do you choose an interview outfit?**

1. Start with thinking about how to match your outfit to the workplace or industry norms.
2. Check out the company's website and social media as this may clue you in on the company's dress code. You can often find this in the "About Us" or "Meet Our Team" sections.
3. Choose clothing that matches the climate and season.
4. Check for wrinkles, stains, pet hair or any noticeable defects.
5. Ensure clothing is clean and wrinkle-free.
6. The night before the interview lay out or hang up your outfit to save time.
7. Ask your Career Specialist and use your best judgment- don't overthink it!

### **Industry Norms**

There are different expectations depending on formality or industry that you are wanting to work in and what you wear for an interview may also vary based on the job title/position and location. It's best to do your research on the company by reviewing the company website, explore social media pages, or speak with someone in the industry to gauge company culture/appropriate garb. Your Career Specialist can help you get started!

### **Virtual Interviewing**

Dress how you would for an in-person interview! Set up in a quiet space where you won't be interrupted or distracted, do not use your phone- use a computer camera if possible, think about what's in the background (is it cluttered), and be sure that there is enough light in the room where the interviewer can see your face and that you're not back lit. See your Career Specialist for more tips!

### **Personal Presentation**

In a meeting with a potential employer, you want to be remembered for your skills and presence, not your physical presentation. Basic personal care is strongly recommended- wash/style your hair and keep it tidy, nails and makeup should look natural and clean. In conservative fields and workplaces, tattoos may be

expected to be covered or there may be a dress code to be aware of. Avoid wearing strongly scented lotions, colognes, and perfumes.

Employers *can* legally have an expected appearance policy for grooming, as long as laws enforced by the U.S. Equal Employment Opportunity Commission (EEOC) are not violated.

### **Religious Garb**

Title VII of the Civil Rights Act of 1964 prohibits employers with at least 15 employees from discriminating in employment based on race, color, religion, sex, or national origin. Protected religious observances or practices include attending worship services, praying, wearing religious garb or symbols, displaying religious objects, or refraining from certain activities.

## **LEVELS OF DRESS**

**Business, Communications**: Business Casual, Traditional Business, or Business Formal

**Computer Technology**: Baseline Casual, Business Casual, Traditional Business

**Industry, PPT, Welding**: Baseline Casual, Business Casual, Traditional Business

**Healthcare, Sciences, & Social Services**: Business Casual, Traditional Business, or Business Formal

**Education, Liberal Arts**: Business Casual, Traditional Business, or Business Formal

**Transportation**: Baseline Casual, Business Casual, Traditional Business

**Arts & Entertainment**: Baseline Casual, Business Casual, Creative Casual

***\*Remember, if you're applying for a management position with a welding company, your dress will need to be elevated compared to what you'd wear for an entry level welding position with the same company\****

### ***Ultra Casual***

- T-Shirt or blouse
- Collared or hooded sweater (not sweatshirt)
- Jeans or comfortable pants (no sweatpants or leggings)
- Comfortable footwear
- Accessories are optional

#### ***Where to wear***

*Startups*

*"youthful" workplaces*

*Grocery stores, coffee shops, and other retail or food service positions*

### ***Baseline Casual***

- Collared shirts, fitted blouses
- Dark, fitted jeans
- Sundresses or skirts
- Flat, non-athletic shoes OR shoes that match your industry (steel toed shoes etc.)
- Metal or leather watch; modest jewelry

#### ***Where to wear***

*Casual offices*

*Entry level employment*

*Industry conferences*

### ***Business Casual***

- Button-down or polo shirts, blouses
- Blazer, sport coat, or sweater/cardigan
- Slacks or dress pants, knee-length skirts or dresses
- Simple jewelry

#### *Where to wear*

*Education*

*Some entry level healthcare positions*

*Most established businesses*

### ***Creative Casual***

*(Allows for creativity with color and print, but keeps an air of professionalism)*

- Sport coats and jackets
- Brightly colored or patterned shirts and sometimes ties
- Fine fabrics, fashionable silhouettes
- Dressy slacks, possibly denim (well-tailored dark wash, black, or crisp white are the safest)
- Loafers, slides, mules
- Classic handbag or shoulder bag

#### *Where to wear*

*Creative firms, arts, and entertainment*

*Publishing and editing*

*PR and communications, depending on the position*

### ***Traditional Business***

- Shirt and tie; blouses or professional tops
- Dark and subtly patterned suits: pant skirt or dress
- Closed-toe shoes, polished if appropriate (shoes and belt should match), dress socks
- Minimal jewelry

#### *Where to wear*

*Finance, Banking, Consulting*

*Law & Government*

*Employer information sessions for positions in these fields*

### ***Business Formal***

- Dark charcoal gray or navy-blue suit, stockings if appropriate
- Crisp white dress shirts and modest ties; collared dress shirts or blouses
- Black dress shoes (like oxfords); black closed-toe low or high heels (not above 4")
- High quality accessories

#### *Where to wear*

*Fortune 500 companies*

*Executives, senior-level management*

*Board meetings*

**Shopping on a Budget**

Interview attire can be expensive, but armed with the examples and knowledge from above, it is possible to find items that match your industry that you can wear multiple times. Some places to start with in Billings are:

- Dress for Success (talk with your Career Specialist first)
- Gratitude in Action (<https://www.giamt.org/about-us-1>)
- Runway Fashion Exchange (<https://www.facebook.com/RunwayBillings/>)
- TJ Maxx, Ross
- Walmart

**What Not to Wear**

- Avoid clothes that are too small or too big
- Avoid clothes with holes in them
- Avoid clothes that are dirty or smell (ask a friend to do a smell test)
- Avoid low necklines and high hemlines
- Be aware of the fabric you're wearing- think about the climate or season. For example, wool will be too hot for Montana summer and you'll end up being uncomfortable.

**What If I'm Attending a Hiring Event?**

<b>Business Professional</b>	<b>Business Casual</b>
Interviews	Employer Information Sessions
Employer Site Visits	Etiquette Dinners
Career Fairs	Informal Networking Sessions
Practice Interviews	Conference Events

## Dress Examples



Business Formal

Traditional Business

Business Casual

Creative Casual

Ultra Casual



Business Formal

Traditional Business

Business Casual

Creative Casual

Baseline Casual



Casual Interview Attire



- Casual/Creative Casual - \_\_\_\_\_ Business \_\_\_\_\_

**TOP STYLE BUSINESS CASUAL SHOES**

 ✓	 ✓	 ✓	 ✓
Flats	Heels	Wedges	Oxford
 ✗	 ✗	 ✗	 ✗
Stiletto	Running Shoes	Peep Toe	Flip Flop



References:  
<https://careerhub.students.duke.edu/resources/attire-guide/>  
<https://careercenter.bauer.uh.edu/professional-dress-fags/>  
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