

Grooming

“No one has a second chance to make a first impression.”

**The first thing that makes an impression on the interviewer is your appearance. HINT: The type of clothes you wear for the interview depends upon the kind of job you are applying for. If it is a factory or construction job, clean, unwrinkled work clothes are appropriate. If you are a guy looking for a sales or office job, you should wear a shirt and tie with a suit or spots coat. A girl’s clothes should be conservative, not faddish. They need not be expensive, but they should be clean and unwrinkled. Make sure your clothes are in good taste. Colors should match and not be overly bright or loud. If your working qualifications are about the same, the interviewer will hire the one that makes the best appearance.

**Grooming must be immaculate:

Guys

- Hair Clean, trimmed
HINT: More boys have probably lost jobs because they were in need of a haircut than for any other reason.
- Face and Beard Clean, trimmed
HINT: Some businesses will accept long sideburns, mustaches, but will not accept a beard. So check the other employees before your interview.
- Teeth Carefully brushed, use a mouthwash
- Hands Clean, smooth, nails clean and trimmed
- Cleanliness Bath and deodorant and clean underwear
- Suit Conservative, clean, pressed, brushed
- Shirt Freshly laundered, matching color with suit
- Tie Clean, matching color with suit and shirt
- Socks Clean, matching color with suite or shirt, no holes, not white
- Shoes Polished and shined, no run-over heels, leather shoes preferred to tennis shoes
- Posture Stand tall, head erect, back straight, no hands in pockets

Girls

- Hair clean, well rushed, brush hair from your shoulders after combing
- Face Moderate make-up
- Teeth Carefully brushed, use mouthwash
- Hands Clean and smooth, nails clean and short, polished, not chipped
- Cleanliness Bath and deodorant and clean underwear. Remove underarm hair
- Dress or Suit Conservative, clean, pressed, no odor, and hemline even. No slip showing.
- Nylons Clean, no runs, no visible hair on legs
- Shoes Cleaned, polished, medium heel, not run-over
- Posture Stank tall, head erect, back straight

Questions on Grooming

Fill in the blanks:

1. A prospective employee's hair should always be _____, trimmed, and _____.
2. In most cases, a job applicant _____ a beard has a better chance of getting a job than one who has a beard.
3. Teeth should always be _____, and the use of _____ is highly recommended.
4. A guy's socks should be color matched with his _____ or _____.
5. It is important to wear clean underwear every day because failure to do this results in a bad _____.
6. A guy or girl should go for a job interview dressed in a conservative fashion. Give five (5) points that indicate conservative dress:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____