

# The Look. For a successful interview.

## Hair

**Males:** Neat and tidy and not covering your face. Facial hair to be trimmed and neat or freshly shaven.

**Females:** Neat and tidy and not covering your face, or you may choose to tie your hair back.

## Makeup

Keep makeup minimal and conservative and fingernails trimmed and tidy.

## Clothing

**Males:** Wear smart trousers with a belt and long sleeve shirt. Ties are optional depending on the job type.

**Females:** Smart trousers or a knee length or longer skirt with a blouse and blazer if possible depending on the job type.

## Jewellery

**Females and Males:** Wear minimal jewellery. We recommend you remove all face piercings.

**Females:** Wear no more than one set of conservative earrings.

## Shoes

**Males:** Smart laced shoes with socks coloured to match your trousers.

**Females:** Smart shoes with or without a small heel.

## Grooming

Being well groomed, clean and fresh will help you feel confident. Shower, use soap and deodorant, clean your teeth and have neat hair and nails.

## Posture

Smile and stand tall. Even if you are feeling nervous, try to relax but also stand up straight, be eager to shake hands with the interviewer. Sit up straight in your chair. Keep your hands out of pockets and folded neatly in your lap or on the table.

## Bags & supplies

Have a small to medium sized handbag if necessary and don't forget your resume/portfolio.

Turn off your mobile phone and do not have chewing gum or anything else in your mouth including tongue piercings.

## Manners

Greet your interviewer by name, shake hands with each interviewer, smile, look them in the eye, address everyone in the room, listen carefully and be polite.

