THE DAY BEFORE YOUR INTERVIEW

• Lay out your interview attire so it is ready to go
• Inspect your clothes and fix any tears, stains, or wrinkles

CLOTHING

• Wear a suit, necktie (or scarf) and plain collared shirt
• Wear a high neckline blouse/shirt, even if wearing a suitcoat
• Suitcoat may be removed as appropriate; remove stitch from the coat tails
• Pants/skirts should be hemmed properly
• Wear dark socks and dark dress shoes
• Avoid distracting or busy patterns/colors
• Avoid open-toe shoes

GROOMING

• Shower, clean face and hands
• Head hair should be clean and pulled away from the face if long
• Facial hair should be clean and well kept
• Cover up tattoos as possible
• Neutral colored makeup and nail polish (if worn)

ACCESSORIES

• Jewelry should be simple
• Avoid wearing jewelry that makes noise
• Remove any facial piercings with the exception of ears
• If earrings are worn, wear simple studs (pearl, diamond, silver, or gold)

In some organizations, variations on the above tips may exist that contradict or clarify. Use your judgment. Remember, you want to leave a positive impression on your interviewers with the ultimate goal of showcasing your professionalism regardless of the target job.

A GOOD RULE TO GO BY

Dress one level above the standard dress for the organization or industry.
ITEMS TO TAKE WITH YOU

Your clothes are not the only thing you should bring with you to an interview. Here are some common things you should consider bringing along with you to an interview:

BRIEFCASE
This will allow you to professionally store all of the items you may need to bring with you. If you do not have a briefcase, bring along a folder or pad-folio to at least store copies of your resume, cover letter, and other professional documentation.

PROFESSIONAL DOCUMENTS (RESUME, COVER LETTER, ETC.)
Have a couple printed copies of your resume and cover letter to supply if requested during the interview process. Likewise, bring a copy of the job description and information on the organization to reference as a refresher.

NOTEBOOK AND PEN
Take notes during your interview. You can keep your questions listed here to reference during the interview as well. Write down people’s names and contact information so you can send appropriate thank you letters later.

PORTFOLIOS AND WORK SAMPLES
If you have a printed portfolio, or samples of your work, bring that with you. This can include copies of awards you have received, letters of recommendation, and other materials that showcase your achievements.

MINTS OR BREATH FRESHENERS
Have a discreet way to freshen your breath during long interviews or following lunchtime interviews. Avoid gum since you may have to figure out disposing it.

AVOID DISTRACTION
Silence or turn-off your phone and abstain from using it while you are in an interview.