



Interview & Professional Dress Guide

Choctaw Nation
Career Development

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MAKE A POSITIVE FIRST IMPRESSION

- When we first meet someone, we tend to make an immediate judgment about that person based on what we see. We consider their looks, their wardrobe, their style, their implied social status, and their likeability. All of this happens without conscious effort on our part - this is known as the **"First Impression"**. In order to make the best first impression your appearance must give the right signals.
- Whatever your job situation or classification, you should work hard at making sensible, professional choices about what to wear.
- Your appearance affects how you feel about yourself, influences the way others perceive you, and can make or break your success in establishing your career path and promotion pattern.

Benefits of Appropriately Chosen Interview Clothing

- ⇒ Allows the interviewer to perceive you as a professional and enables the interviewer to concentrate on the value you can add to the company
- ⇒ Allows you to feel confident when talking with the employer
- ⇒ Allows you to convey a positive message about your character and professionalism



Tips for Successful Dress

The definition of "Business Casual" varies greatly from industry to industry. The following tips are helpful for any industry.

- Play it safe – Clothing should never be distracting
- Observe others – the old rule—dress for the position to which you aspire
- Pay attention to details – from head to toe
- Follow company policy

What NOT to Wear

Regardless of gender, the "Business Casual" dress code means that it is inappropriate to wear:

- T-shirts & tank tops
- Jeans
- Tennis shoes & Flip-flops
- Ball caps & hats
- Too much jewelry

Successful Interview Dress Guidelines

- Wear clothing that is clean, pressed, & well-fitting whether standing, sitting, or walking
- Wear appropriate clothing & footwear (according to industry standards)
- Make sure your hair is clean, neat, & professionally styled
- Wear conservative makeup, accessories, & jewelry
- Brush your teeth & freshen your breath
- Shower & use deodorant
- Wear subtle perfume/ cologne
- If you have belt loops, wear a belt (belt should match shoes)
- Wear matching socks/ hosiery
- Cover visible tattoos & body piercings
- Shave or trim facial hair neatly
- Avoid sunglasses & hats (except where necessary for safety issues)



Women

- Conservative skirt or pant suit with coordinated blouse (Navy, Black, Brown, Tan pinstripe or solid)
- Moderate shoes (must match suit)
- Tan or light hose
- Limited jewelry
- Neat, professional hairstyle
- Manicured nails
- Light makeup
- Little or no perfume
- Portfolio or briefcase

Men

- Conservative suit with long-sleeve shirt & conservative tie
- Matching dark socks & lace-up professional shoes
- Neat hairstyle
- Trimmed nails
- Little or no cologne
- Portfolio or briefcase

Contact your Choctaw Nation Career Development Employment Services Specialist for additional assistance in preparing for a successful employment interview.