

Imagine that you are visiting a courtroom. What would you expect the judge to look like? What would he or she wear and do? What about the lawyers? What would they look like? Would they appear in suits and carry briefcases?

What would you think if the judge and lawyers wore tennis shoes and jogging suits during court sessions? What would you think if police officers and emergency rescue squads wore sandals and blue jeans while they worked?

Most of us have *expectations*—or beliefs—about how people should look in certain occupations. While none of us wants to judge others by their looks, we all tend to have a clearly defined idea of how others ought to look and behave.

Employers also have a specific belief about how their employees should look and act. This is especially true during a job interview because employers want to know that you understand how to conduct yourself professionally. Even if the job does not require dress clothes, the interview is a special situation. A wise job seeker learns the correct way to look and act for an interview.

**F** *Dressing Successfully for the Interview:* As you read through the following list, decide which of the items would be considered proper attire for an interview situation. Write a *P* for “proper” or an *I* for “improper” in the space next to each item.

### Men

- |                     |                          |                         |
|---------------------|--------------------------|-------------------------|
| a. ___ blue jeans   | e. ___ open-necked shirt | i. ___ white socks      |
| b. ___ tennis shoes | f. ___ conservative tie  | j. ___ silk shirt       |
| c. ___ sports coat  | g. ___ dark glasses      | k. ___ turtleneck shirt |
| d. ___ boots        | h. ___ leather vest      | l. ___ dress shirt      |

### Women

- |                        |                        |                             |
|------------------------|------------------------|-----------------------------|
| a. ___ some makeup     | e. ___ blue jeans      | i. ___ turtleneck shirt     |
| b. ___ 4-inch heels    | f. ___ pearl necklace  | j. ___ 2-piece suit (skirt) |
| c. ___ tennis shoes    | g. ___ large earrings  | k. ___ bright red skirt     |
| d. ___ dark sunglasses | h. ___ open-toed shoes | l. ___ conservative scarf   |

Read these interview “secrets”—guaranteed to give you an edge in the job hunt:

- If possible, drive (or walk) by the place where you will be interviewing and decide how much time it will take to travel there. This will prevent lateness.
- If you *are* running late, be sure to call ahead to notify the interviewer. This shows that you are considerate of others’ time. You may have to reschedule the interview; this is much better than arriving late without an explanation.
- Arrive 10–15 minutes early to give yourself time to sit down and relax.
- Always bring additional copies of your references and your résumé with you.
- Be polite upon arrival; the receptionist often makes comments about job seekers to the employer.
- Rehearse your replies to such typical questions as Why do you want to work here? Why did you leave your last job? What are your skills and strengths? What do you know about this company? Do you have reliable transportation? Where do you see yourself five or more years from now? (This last question is especially important because it tells the employer that you have goals.) Also be prepared to ask some of your own questions about the job and the company.

**G Interview Behavior:** The following list represents some things you might do during an interview. Place a *P* next to “proper” behavior or an *I* next to “improper” behavior in the space next to each item.

- |   |                                  |
|---|----------------------------------|
| a. ___ saying “hello” to the receptionist       | j. ___ looking at papers on desk |
| b. ___ asking about working conditions          | k. ___ bringing friends along    |
| c. ___ addressing interviewer by her first name | l. ___ chewing gum               |
| d. ___ bringing additional references           | m. ___ asking about benefits     |
| e. ___ looking the interviewer in the eye       | n. ___ eating/drinking           |
| f. ___ asking about the company                 | o. ___ looking at your watch     |
| g. ___ asking about advancement opportunities   | p. ___ smiling                   |
| h. ___ leaning on the interviewer’s desk        | q. ___ asking to use the phone   |
| i. ___ shaking hands with the interviewer       | r. ___ bringing extra résumés    |