

INTERVIEW CHECKLIST

In association with
Diane's Dresser

1. Plan & Research

Invest time and effort deciding on the overall image you want to present to the panel and sourcing your outfit – preparation is key!

- Research your potential employer.
- Do they already have a dress code you can align with?

3. What Types Of Clothes Should I Wear?

A suit
Blouse
Dressy Top
Dress/Skirt (avoid short skirts)
Trousers (avoid skinny/leggings/Jean)
Dress Jacket/Blazer (avoid Casual Jacket)
Shirt with tie
Smart footwear (avoid Trainers)

Opt for more classic, tailored styles or more relaxed styles to suit the image of the role you are applying for.



Did you know...

A first impression is formed in only 7 seconds!

55% of communication is NON verbal. Non verbal communication is how you look, your body language, posture, tone of voice, eye contact and everything from handshakes to hairstyles!

"65% of interviewers indicated that clothes were the deciding factor between 2 almost-identical candidates" source: Undercover Recruiter

2. Your Image

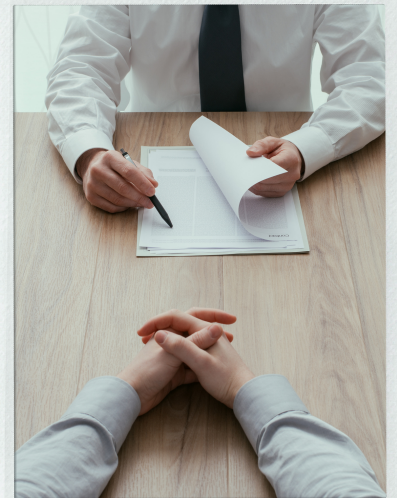
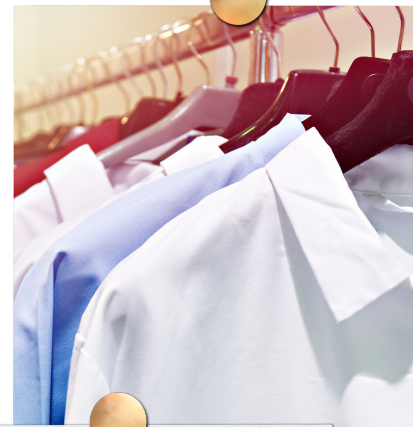
How do you want to appear in those precious first 7 seconds? Primarily you dress for the interview but consider the relevance of your image to the position.

DO's:

- Be confident
- Look well presented
- Smile (being nervous is expected)
- Be prepared, focused, & approachable

DONT'S:

- Look disinterested or unapproachable (Keep eye contact)
- Don't look scruffy or
- Forget how to tie a tie!



Helpful tips

REMEMBER TO SMILE.

Be positive, make eye contact & try not to touch your face or hair.





4. Colours/Patterns

Navy is a great colour for interview attire. Do choose neutral colours (navy, grey, black, camel, etc) and again, go with the image.

The main colour should be toned down and use pattern or colour as an accent i.e. a pop of your personality shining through but nothing overly distracting or dramatic!

Avoid too many strong bold colours and patterns at interview i.e. reds as they easily distract the panel.

6. Footwear

Make sure you can walk well in your shoes.

Avoid wearing sky scraper heels or trainers, as it will convey the wrong message.

A closed toe shoe is usually more in sync, regardless of heel height.

A good, smart shoe makes the outfit – avoid a scruffy, casual look.



Suited & Booted



GET READY
GET SERC
GET GREEN

5. Hair, Makeup & Jewellery

Go for a more conservative and natural look. Your hair will be one of the first things noticed. If it looks unclean, unsightly or considered unsuitable to some, it will give a bad first impression!

Natural makeup is best. Choose a softer, daytime look. Practice your makeup as dramatic, bright colours can be too distracting.

Lean on the side of caution for your interview and remove any piercings. Minimal versus statement jewellery is always best.

7. Practice

A couple of days before the interview, put on your full outfit, practice any hair/makeup.

Face to Face Interviews

Role play – walk through the door, make the handshake and sit on a chair. How do you feel in your outfit? You must feel comfortable and confident.

Online Interviews

If your interview is online, set up a demo account on the platform the interviewer is using so you know how to use it correctly. This will give you an opportunity to see on screen exactly what the interviewer sees in terms of your hair, clothing etc.

MOST IMPORTANTLY, GOOD LUCK!

Helpful tips

What to take with you?

Plan what you are taking with you i.e. your phone, a device, keys, presentation, folder, money, spare tights.

Put your phone on silent. Anything on display should also be well presented and look good.

Helpful tips

Where to get interview attire?

SERC Suited & Booted offer interview clothing on loan which means you don't have to buy an item that you might only wear once or twice!