



Transition Task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario’s Literacy Programs (2014)

Task Title: Dress Appropriately for an Interview

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Task Description: Learn what type of clothing and accessories are appropriate for an interview.

Competency: A: Find and Use Information, B: Communicate Ideas and Information, D: Digital Technology

Task Groups: A1: Read continuous text, A2: Interpret documents, B2: Write continuous text, D2: Use Digital Technology

Level Indicators:

- A1.1: Read brief texts to locate specific details
- A1.2: Read texts to locate and connect ideas and information
- A2.1: Interpret very simple documents to locate specific details
- B2.1: Write brief texts to convey simple ideas and factual information
- D.2: Perform well-defined, multi-step digital tasks

Performance Descriptors: See chart on last page

Materials Required:

- Attached document “Dress Appropriately for an Interview”
- Computer with Internet access

Dress Appropriately for an Interview

You never get a second chance to make a first impression.

How you conduct yourself, your interpersonal skills, and your ability to articulate intelligent and well-thought-out responses to questions are the most important elements of an interview. Whether or not you look professional or sloppy could play a huge role if you get hired.

Dressing for an interview is a presentation and should not be distracting. Never confuse an interview or business event with a social function. When going to an interview don't dress for a party or the way you would if you were going to a club.

Interviewers can decide in 10 seconds that they don't want to hire you, but it will take them longer to decide if they want to hire you. Dressing on the conservative side, assures you won't unintentionally disqualify yourself.

- Everything should be clean and wrinkle-free. Wrinkle-free shows an attention to detail.
- Check for hanging threads and tags.
- The cost does not have to bankrupt you. One outfit for several interviews is okay.
- Colours should be conservative, no flashing neon, loud or busy prints.
- Try to wear a good quality outfit that fits well.
- The **general rule** is that you dress one or two levels higher than the job you're seeking. If you were interviewing for a job as a mechanic, you wouldn't wear dirty overalls, even though that's how you would dress for that kind of work. You would go to the interview wearing an open-collar shirt, clean pants, and maybe a jacket.
- T-shirts for men are unacceptable.
- Some industries have very strict dress code requirements.
- Ask what type of dress code the company follows when you are setting up your interview.

Dressing appropriately for an interview is a show of respect for the interviewer and demonstrates that you understand that this is a professional meeting.

Grooming and Accessory Tips

- Hair should be clean and neat
- Shoes should be polished and not scuffed
- Clothes should not be missing buttons, remove lint, hanging tags, or threads
- Clean fingernails
- Make sure you shave and keep facial hair to a minimum.
- Perfume or cologne should be used sparingly or not at all. Some companies have scent-free environments. Many people have allergies and sensitivities to scents.
- Don't smoke before your interview.
- Portfolios/Padfolios/Business Bags are a good idea. You can hold documents such as additional copies of your resume and paper for taking notes. No large briefcase.
- Backpacks and book bags are not appropriate for job interviews. These are for school.
- If it is important for you to dress the way you normally do, such as having numerous body piercings that's fine, but realize that you may not get the job.
- Don't wear over-the-top jewellery. You want the interviewer to pay attention to you, not your bling.
- Dress according to the season. A turtleneck sweater in the middle of the summer doesn't look appropriate.
- For women, don't overdo your makeup. Wear natural colors and avoid heavy eye shadow, eyeliner, and bright coloured lipstick.

Good Luck with your interview!

Work Sheet 1

Read the document Dress Appropriately for an Interview to complete the tasks.

Task 1: What do you never get a second chance to make?

Answer:

Task 2: How quickly can an interviewer decide not to hire you?

Answer:

Task 3: What is the general rule for dressing for an interview?

Answer:

Task 4: Why is it best not to wear perfume or cologne?

Answer:

Work Sheet 2

Task 5: What type of shirts are not acceptable for men to wear to an interview?

Answer:

Task 6: Choose one of the occupations listed below, go to the [Canadian National Occupational Classification](#) to get more information about the occupation, and "Search the NOC" to locate the occupation description. List the appropriate clothing and accessories you think you should wear to an interview.

A) Restaurant Host:

B) Nurse:

C) Welder:

URLs

Canadian National Occupational Classification

<https://noc.esdc.gc.ca/Home/Welcome/4d655901c5a8499d8af705bb2a3aee03?GoCTemplateCulture=en-CA>