



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 – Practitioner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship
Secondary School Post Secondary Independence

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 jewelry. 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:

Answers

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

A first impression

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

10 seconds

Task 3: What is the general rule?

Dressing one or two levels above the normal company dress code

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

Company policy restricts it, people are sensitive or allergic to them,

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

T-shirts/No-collar shirts

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:

- Suit - pants, or skirt
- Minimal jewelry
- High Heels
- Subtle Makeup

B) Nurse:

- Suit - pants, or skirt
- Minimal jewelry
- High Heels or flats
- Subtle Makeup

C) Welder:

- Clean and pressed casual pants and shirt
- Dress shoes

Performance Descriptors 1

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	Reads short texts to locate a single piece of information			
A1.1	Decodes words and makes meaning of sentences in a single text			
A1.2	Scans text to locate information			
A1.2	Locates multiple pieces of information in simple texts			
A1.2	Makes low-level inferences			
A1.2	Follows the main events of descriptive, narrative, and informational texts			
A2.1	Scans to locate specific details			
A2.1	Interprets brief text and common symbols			
A2.1	Identifies how lists are organized (e.g. sequential, chronological, alphabetical)			

Performance Descriptors 2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.1	Writes simple texts to request, remind or inform			
B2.1	Conveys simple ideas and factual information			
D.2	Demonstrates a limited understanding of sequence			
D.2	Locates and recognizes functions and commands			
D.2	Makes low-level inferences to interpret icons and text			
D.2	Begins to identify sources and evaluate information			

This task: Was successfully completed Needs to be tried again

Performance Descriptors 3

Learner Comments:

Instructor (print):

Learner (print):

URLs

Canadian National Occupational Classification

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