



**FIVE STAR STAFFING
&
ACCOUNTING RECRUITERS**
ADMINISTRATIVE & ACCOUNTING PLACEMENTS

FIVE STAR'S DRESS FOR SUCCESS

It is probably one of the most overused phrases in job-hunting, but also one of the most underutilized by job-seekers: “Dress for Success.” First impressions are critical to the job search. Remember that you are marketing yourself to a potential employer. As the first thing the employer sees when greeting you is your attire, you must make every effort to have the proper dress for the type of job you are seeking. Will dressing appropriately get you the job? Of course not, but it will give you a competitive edge and a positive first impression that could very well set the tone for the entire interview. Five Star Staffing and Accounting Recruiters not only pride themselves on the quality and presentation of the candidates they represent, they are also committed to their continued professional development. It is with great pleasure that Five Star Staffing and Accounting Recruiters presents “Five Star’s Dress for Success”, an informative guide to men’s and women’s modern day professional attire.

GENERAL GUIDELINES

- Less is more. Keep your look simple and successful until you become accustomed to the environment and learn about the company’s dress code.
- Select professional attire that you like for which you receive positive feedback from people who are knowledgeable about the industry standard or specific company policy.
- Apparel should be clean and neatly pressed.
- Apparel should fit well and remain in place while sitting and/or walking.
- Select apparel, fragrances, jewelry, hairstyle, etc. that do not detract from your professional image. The interviewer's attention should be focused on what you say and your qualifications.
- Make sure your hair is clean, neat and professionally styled.
- Remove facial and body piercings other than single ear jewelry for interviews.

MEN

GUIDELINES FOR MEN'S INTERVIEW ATTIRE

- Wear a matching suit in navy, black or gray (pinstripe or solid) or wear a navy blazer and gray dress slacks. They serve as a visual background that draws the eye to the face.
- Wear a white or a light blue dress shirt that contrasts with the jacket and/or tie. Typically, arms should be covered to the wrist. Exposing arms by rolling up your sleeves is interpreted as less powerful and is less formal.
- A (silk or silk-like) tie should coordinate with the jacket and pant but do not choose one that contrasts too strongly with the color of your shirt; selecting subtle or simple patterns enhances credibility.
- Socks should be calf-length or above the calf. Choose natural-fiber blends that allow a flow of air and do not hold in perspiration and heat. Choose colors such as dark blue, black or gray.
- Wear conservative, clean, and polished shoes.
- Select lace-up (not slip-on) dress shoes. The color should be dark or blend with pant.
- Select a leather belt that visually blends or matches your shoes.
- A short haircut and well-groomed facial hair is expected.
- Minimize jewelry. Avoid a necklace. Wear no more than one ring per hand and a dress watch. Be sure all jewelry supports a focus on the face.
- A full-length coat can be worn over your suit; avoid casual coats.

- Cologne should never be strong. A fragrance can cause an allergic reaction or offend the interviewer. When in doubt, do not wear cologne.
- Your briefcase is part of visual effect; consider a simple portfolio as an effective substitute, and try to select a color that supports your visual effect.

EXAMPLES OF PROFESSIONAL MEN 'S ATTIRE



WOMEN

GUIDELINE FOR WOMEN'S INTERVIEW ATTIRE

- Select a skirted suit, pantsuit or conservatively tailored dress that draws the eye to your face.
- Skirts should be knee-length but those slightly longer are also acceptable.
- Select blouses or sweaters that provide visual interest, but avoid transparent, tight fit, or have low necklines, revealing waistlines or details that detract from your face as a focal point. Typically, arms are covered at least to the biceps and often to the wrist.
- Always wear hose to interviews. Wear plain-style, non-patterned hosiery and select colors that flatter your coloring. For traditional industries, wear a neutral color. For other industries, you may choose to wear hose that coordinates with your skirt. Carry an extra pair in case of runs.
- Perfume should never be strong. A fragrance can cause an allergic reaction or offend the interviewer. When in doubt, do not wear perfume.

- Use natural-looking makeup and clear nail polish. This keeps the focus on the interview.
- Do not carry a purse with a briefcase. Choose one or the other.
- Wear flat shoes or low pumps in colors that avoid making your feet a focal point. Be sure that they are clean and polished. Avoid shoes that hinder walking fast. This lowers credibility. Avoid open-toed shoes since associated with social events.
- Add accessories to express your personality and accentuate your best features. A scarf or necklace is an effective way to focus on your face. Keep it simple!
- Women in general wear too many accessories at the same time such as earrings, necklaces, and rings. These can accentuate your personality and can be an asset if worn in moderation. Avoid dangling earrings and wear no more than one ring per hand and a dress watch. Be sure all jewelry focuses on the face

EXAMPLES OF PROFESSIONAL WOMEN 'S ATTIRE



DRESSING ON A TIGHT BUDGET

Don't wait until you are pressed for time and have to make a hasty decision or a choice that is not in your budget. Remember that self-confidence is your primary goal when selecting your professional interview attire. Purchase clothing with multi-use potential.

Invest in impressive, classic, well-made separates that can be combined for a 'professional' or 'casual Friday' look. Begin by selecting your best 'neutral' as a nucleus for a professional wardrobe. Colors like black, dark gray, and navy are versatile, but pearl gray, stone, steel blue, camel and celery are fashionable options that lend new dimensions to any working wardrobe. Your best neutral is dependent on personal coloring and personal style as well as your best visual impact. See our examples on this site.

Purchase matching components. Having options such as wearing a skirt or pant with jacket or vest multiplies possible combinations. Use shirts/blouses/sweaters to create variety of visual effects. Select ties/scarves and jewelry that add to visual variety. Consider investing in season, less fabrics that drape and travel well, such as lightweight stretch wool, washable matte jersey or a blend of cotton and rayon

RESEARCH THE SPECIFIC DRESS CODE

To fine-tune the process, find out what the dress code is for the industry that you are interested in. When you research the company you will often get an idea of the dress code for employees. Ask professionals in your field of interest if you are unsure. Fields such as law, banking and accounting frequently have a stricter set of guidelines than advertising, retail and sales, which allow more casual dress. Even though suggested guidelines of professional dress may seem more formal than you would have imagined, consider what some career consultants recommend:

- The job seeker should dress for a position two levels higher than the one for which she/he is being interviewed. This may mean dressing more formally for the interview than you will once you are in the job.
- The level of formality you project shows that you understand the importance of the situation and respect the person you are meeting.
- When in doubt, making a conservative clothing choice for your interview is usually the safest.

Once you've been hired, it's a good idea to ask your boss or the human resources department for a copy of the organization's dress code policy. Codes vary so don't assume you can wear the same clothes you wore at your last job. Some companies allow blue jeans, sleeveless tops and open-toe sandals, but others don't. Play it safe by adhering to the organization policy.