



Proper Business Attire and Etiquette

**Presenting
the
complete
package**

TSolutions.net
The Country's Best

800.409.8979
www.tcbsolutions.net

Interview Attire for Women



Wear a Suit – Although women have come a long way in the world of work, skirt suits are still preferred. There is an old saying “Dress the position you want, not the one you have.” Many corporate offices follow the professional look their customers are accustomed to working with and placing confidence in. Longstanding colors such as Blue, Black, Gray, or Brown are the color choice of many executive champions.

The trick is to look conservative and professional. Wear an appropriate length skirt, avoid tight skirts and mini-skirts. Let quality of your suit, followed by the strength of your words to impress your potential employer.

Blouses – A cotton or silk blouse in a neutral color with a simple collar is fine. Do not wear a sleeve-less blouse, just in case you have to take off your jacket. Most conservative offices do not allow sleeveless blouses as proper dress attire. Be sure, to ask about the corporate culture of an office prior rushing out to

the interview. With the rise and fall of dot.com companies, much has changed. Make sure your power wardrobe is for the correct setting. Your blouse should fit comfortably, and not appear to be tight, wrinkled or distracting due to loud colors.

Scarves – A classic 34- inch square silk scarf that compliments your suit in color and pattern. Less is better, less color and less patterns. Keep it simple.

Shoes – Pumps with 1 ½ - inch heel are standard. Choose a color that compliments your suit and handbag – black, brown, burgundy or navy. Avoid open-toe shoes, hi boots, stiletto heels and white shoes. Be sure to have your shoes polished and shined and that your heels are in tact. Wear leather shoes, avoid suede and light fabrics – they attract dust.



Stockings – If you wear a light colored suit, wear light colored stockings. Do not wear contrasting colors. Avoid opaque and printed stockings.

Jewelry and Perfume – Large hoop, dangling earrings should be left at home. Wear small studs or avoid wearing earrings. Do not wear more than one pair of earrings and two finger rings, one watch or bracelet. Remove all non-traditional jewelry e.g. nose rings, eyebrow rings, multiple earrings.

Business Fashion Do's



Don'ts



Come prepared to start today. A sleeveless floral dress may be comfortable, but if it is not a part of your office culture, it could cost you an opportunity. The interviewer is looking for a professional who can address their needs. Dress for the part.



We are all judged by our appearance. You should always wear a suit jacket to an interview. If you look as though it is casual Friday, then you are communicating to your interviewer that you do not take your opportunity /yourself seriously after all, you came dressed representing the level of importance you view this occasion.



Dress down Friday Clarity

Basic Rules:

- 1) When meeting with clients or other business associates, whether in your office or theirs, you should dress appropriately - if they wear suits - you wear one. When in doubt of your client's dress policy, traditional business attire is appropriate.
- 2) All business attire, whether traditional or casual, should be reflective of a professional, dignified appearance. To reinforce our traditional business dress attire, men should wear business suits/blazers/sports coats, dress shirts and ties. Women should wear business suits/blazers, either skirted or pants; or dresses.

CASUAL BUSINESS ATTIRE GUIDELINES

1. Aim for a classic and understated look when selecting your casual business wear for the day. Pick clothing that is comfortable yet communicates a professional attitude. Subtle, quality accessories (belts, jewelry and scarves) coordinated with an outfit can show that you pay attention to important details.
2. Combine some of your existing business wardrobe with casual attire; for example, try wearing a button-down shirt with khakis and loafers. Ask yourself, "Am I successfully representing myself and employer?"
3. Clothing should be clean, pressed or wrinkle free, and without holes or frayed areas. Shirts need to be tucked in (certain women's blouses are made to be worn out, however, and this is permitted).
4. Body piercing which can be seen by the client (with the exception of earrings) is not permitted. Tongue rings should not be visible.
5. Hairstyle should project a professional appearance: clean, neatly trimmed, and well-groomed.
6. Pay attention to the fit of your clothing. Slacks should break just above the shoe, sleeves should reach the base of your hand and just show a bit of the cuff if you are wearing a jacket, and shirt collars should button comfortably without pinching or leaving gaps. Also, if you wear a tie, its tip should reach below the bottom of your belt-buckle.
8. Shoes matter. Shoes should be polished and leather is generally preferred.
9. Take your day's schedule into account when you are dressing. Do not make assumptions. Keep a spare jacket, in the office for unexpected meetings.
10. When in doubt, leave it out. Casual clothing should make you and everyone you work with more comfortable while, at the same time, projecting a professional image.

Interview Attire for Men



Wear a Suit – Unless you're interviewing in a field where a suit would look out of place, wear one. At most places, an open-collar shirt and suit jacket is fine. Wear dark colors: blue, black, brown, gray.

Shirts – As a rule, the simpler the better, no bright colors, French cuffs or monograms. White, off white, pale, blue shirts are preferred; you can't go wrong with a cotton shirt.

Ties – To play it safe choose a traditional silk tie, no loud colors or patterns. Your tie should coordinate with your attire. It may also be wise to avoid ties with images and designer logos.

Socks – Choose a color that coordinates with your suit (usually black, dark gray, dark brown, or dark blue) and make sure they are long enough not to expose your skin when you sit down.

Shoes – Make sure your shoes are polished and shined and that your heels are in tack. Avoid wearing boots, wear dress shoes that coordinates with your attire.

Jewelry and Cologne – Less is better. Avoid wearing a lot of cologne and jewelry. Do not wear more than one ring, remove earrings and multiple chains.



No loud colors or non-traditional suits

Dress down Friday Clarity

CASUAL BUSINESS ATTIRE GUIDELINES

1. Aim for a classic and understated look when selecting your casual business wear for the day. Pick clothing that is comfortable yet communicates a professional attitude.
2. Combine some of your existing business wardrobe with casual attire; for example, try wearing a button-down shirt with khakis and loafers. Ask yourself, "Am I successfully representing myself and employer?"
3. All men's shirts must have sleeves and collars.
4. Clothing should be clean, pressed or wrinkle free, and without holes or frayed areas.
5. Body piercing which can be seen by the client (with the exception of earrings) is not permitted. Tongue rings should not be visible. Men are not permitted to wear earrings.
6. Hairstyle should project a professional appearance: clean, neatly trimmed, and well-groomed, including sideburns, mustaches and beards.
7. Pay attention to the fit of your clothing. Slacks should break just above the shoe, sleeves should reach the base of your hand and just show a bit of the cuff if you are wearing a jacket, and shirt collars should button comfortably without pinching or leaving gaps. Also, if you wear a tie, its tip should reach below the bottom of your belt-buckle.
8. Shoes matter. Shoes should be polished and leather is generally preferred.
9. Take your day's schedule into account when you are dressing. Do not make assumptions. Keep a spare jacket, and tie (men) in the office for unexpected meetings.
10. When in doubt, leave it out. Casual clothing should make you and everyone you work with more comfortable while, at the same time, projecting a professional image.

Proper Dining Etiquette

Adapted from Ball State University, Dining and Etiquette

1. Napkin
2. Fish Fork
3. Dinner or Main Course Fork
4. Salad Fork
5. Soup Bowl & Plate
6. Dinner Plate
7. Dinner Knife
8. Fish Knife
9. Soup Spoon
10. Bread & Butter Plate
11. Butter Knife
12. Dessert Spoon & Cake Fork
13. Water – Drink from the right
14. Drink – Drink from the right
15. Drink – Drink from the right

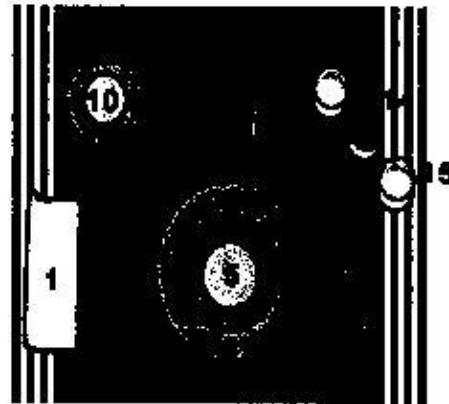


Table manners play an important part in making a favorable impression. They are visible signals of the state of our manners and therefore are essential to professional success. Regardless of whether we are having lunch with a prospective employer or dinner with a business associate or friends, our manners can speak volumes about us as professionals.

Napkin Use

- The meal begins when the host unfolds his or her napkin. This is your signal to do the same. Place your napkin on your lap, completely unfolded if it is a small luncheon napkin or in half, lengthwise, if it is a large dinner napkin.
- Typically, you want to put your napkin on your lap soon after sitting down at the table (but follow your host's lead). The napkin remains on your lap throughout the entire meal and should be used to gently blot your mouth when needed.
- If you need to leave the table during the meal, place your napkin on your chair as a signal to your server that you will be returning. Once the meal is over, you too should place your napkin neatly on the table to the right of your dinner plate. (Do not refold your napkin.)

Ordering

If, after looking over the menu, there are items you are uncertain about, ask your server any questions you may have. Answering your questions is part of the server's job. It is better to find out before you order that a dish is prepared with something you do not like or are allergic to than to spend the entire meal picking tentatively at your food.

An employer will generally suggest that your order be taken first; his or her order will be taken last. Sometimes, however, the server will decide how the ordering will proceed. Often, women's orders are taken before men's.

Refrain from using codes or numbers when ordering; if you cannot pronounce the food refer to the dish by its description according to the menu. If you are at a business meeting, avoid ordering the most expensive meal on the menu, follow the lead of your host. Try not to order food that is sloppy, like spaghetti. The last thing you want is to make a mess of yourself.

As a guest, you should not order one of the most expensive items on the menu or more than two courses unless your host indicates that it is all right. If the host says, "I'm going to try this delicious sounding cheesecake; why don't you try dessert too," or "The prime rib is the specialty here; I think you'd enjoy it," then it is all right to order that item if you would like.

Use of Silverware

Choosing the correct silverware from the variety in front of you is not as difficult as it may first appear. Starting with the knife, fork, or spoon that is farthest from your plate, work your way in, using one utensil for each course. The salad fork is on your outermost left, followed by your dinner fork. Your soup spoon is on your outermost right, followed by your beverage spoon, salad knife and dinner knife. Your dessert spoon and fork are above your plate or brought out with dessert. If you remember the rule to work from the outside in, you'll be fine.

There are two ways to use a knife and fork to cut and eat your food. They are the American style and the European or Continental style. Either style is considered appropriate. In the American style, one cuts the food by holding the knife in the right hand and the fork in the left hand with the fork tines piercing the food to secure it on the plate. Cut a few bite-size pieces of food, and then lay your knife across the top edge of your plate with the sharp edge of the blade facing in. Change your fork from your left to your right hand to eat, fork tines facing up. (If you are left-handed, keep your fork in your left hand, tines facing up.) The European or Continental style is the same as the American style in that you cut your meat by holding your knife in your right hand while securing your food with your fork in your left hand. The difference is your fork remains in your left hand, tines facing down, and the knife in your right hand. Simply eat the cut pieces of food by picking them up with your fork still in your left hand.

When You Have Finished

Do not push your plate away from you when you have finished eating. Leave your plate where it is in the place setting. The common way to show that you have finished your meal is to lay your fork and knife diagonally across your plate.

Tipping Etiquette

- Dining out 15%-18% over the bill, NY rule of thumb – double the tip
- Fast food delivery \$1.00-5.00
- Hairdresser 10%
- Cab driver \$.50-2.00/person
- Ladies/Men's Room Attendant \$1.00
- Coat Check \$1.00
- Doorman \$1.00
- Hotel housekeeping \$2.00/person
- Bellman \$1.00/bag
- Room Service 10-15% (min=\$1)
- Valet Parking \$1.00-5.00
- Concierge \$5.00
- Private Chauffeur \$5.00-10.00
- Limousine Service 15-20%(over bill)
- Cruise Dining Rm Steward \$3.00/da