

**JOB
SEEKER
ADVICE.**

**Top Image Tips
for Job Seekers**

**Always
arrive
ON TIME**



Always arrive ON TIME- plan your trip and never be late!

**Be wary
of odours**



Be wary of odours. Don't smoke prior to interviews, use breath mints and deodorants. Make sure that any perfumes and aftershaves are not overpowering.

**Greeting
People**



Always stand to greet the people that you are meeting, make eye contact, smile and shake hands.

The handshake should be firm, but not too firm or too limp. Watch the length of the handshake; it should be two to three smooth shakes then let go.

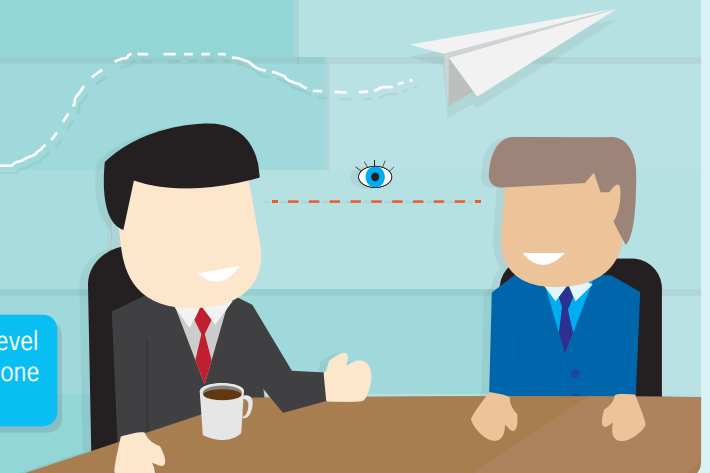
**Don't take
more than
two items**



Never take more than two items in your hand into a meeting - if you have extra items such as an umbrella ask to leave them at reception.

**Use eye
Contact**

Always maintain a good level of eye contact with everyone involved in the meeting.



Mobile Phones

Ensure your phones vibrate is turned off, as well as being set to silent.

Be aware of your posture, don't slump or wriggle around in your seat.

Good Posture

Make sure you have enough time to stop and freshen up quickly before your interview or meeting.

Hosiery; have a spare pair just in case of ladders or rips.

Layers - Take off your overcoat but leave your suit jacket on.

Neat, tidy hair (if below shoulder length it is often better to tie it back)

Pay attention to your whole appearance

Make-up (properly applied, not too heavy)

Shoes that aren't scuffed, and match your outfit.

If you are interviewing in a corporate environment, dress in business attire - business suit, conservative hem lines and neck lines.

Dress in business attire. Always wear a tie and always do up the middle button on your suit jacket. If there is three buttons, always leave the bottom undone.

Don't wear more than 2 patterns together at one time (for example a patterned shirt and a patterned tie should be paired with a plain suit).

Finishing touches should complement your outfit and overall appearance rather than distract people from it!

Jewellery (should be understated and in good taste)

Freshen up prior

Tips for men & women