

# Grooming and Appearance

Working means dealing and interacting with other people. Therefore, when you step out into the working world you will need to follow its business rules and etiquette. Even as a student, it is important that you wear appropriate attire and behave accordingly throughout your job hunting. Looking professional is of course important, but it is not just the way you look, it is the way in which you present yourself as well that will ultimately get you the job you want.

## [Quick Tips]

- Have an appropriate suit ready BEFORE the job selection process begins.
- The point to choosing a good suit is in the fit. Get measured at the shop or ask the sales person to help you find a suit that fits your body type properly.

## Males

### Accessories

No facial hair or visible piercings. Males should not wear accessories with a business suit.

### Shirt

White shirts are best. Make sure it is clean, ironed and all buttons are done up.

### Bag

Black or navy blue is the norm. Make sure it will easily fit A4 size papers, as most companies will hand out information in this size. Make sure it is clean and not looking too shabby. Check to make sure it goes with the color of your suit. Absolutely NO backpacks.

### Suit

Grey, dark blue or black suits are best. Try to avoid patterns or strong stripes and make sure it fits you properly. Make sure there are no loose threads, and that it is clean and there isn't any dandruff on the shoulders. Only leave the bottom button undone. Make sure trousers are properly pressed and clean.

### Socks

Grey, dark blue or another dark color. Don't wear white, striped, or strangely colored socks.

### Hair

Not dyed or bleached. No extensions. Clean, tidy and not too long. Be careful not to have any dandruff.

### Necktie

Choose a color that goes well with your suit (preferably blue or yellow), without being too loud or flashy. Make sure it is tied properly and hangs straight.

#### How to Tie a Tie

##### ■ Simple Knot

This is a small knot and the easiest to tie.



- ① Start with the wide end on the right and cross it over to the left side on top of the small end. Cross it over one full rotation at the collar anticlockwise. The wide end should be back in the same position you started in.
- ② With the underside facing you pull the wide end up through the neck hole and push it down through the loop in the tie you have just made.
- ③ Pull down on the wide end to tighten it and adjust the knot accordingly.

##### ■ Half Windsor Knot

This will give you a bigger knot than the simple knot above.



- ① Start with the wide end on the right and cross it over to the left side on top of the small end. Cross it over one full rotation at the collar anticlockwise. The wide end should be back in the same position you started in. Cross it over to the right one more time.
- ② With the underside facing you pull the wide end up through the neck hole and push it down through the loop in the tie you have just made.
- ③ Pull down on the wide end to tighten it and adjust the knot accordingly.

### Watch

Avoid flashy or character watches. Choose something plain.

### Nails

Cut your nails short.

### Shoes

Business shoes that are easy to get on and off. Must be well polished. Choose plain toe type shoes, not loafer type.

#### Shoe Types



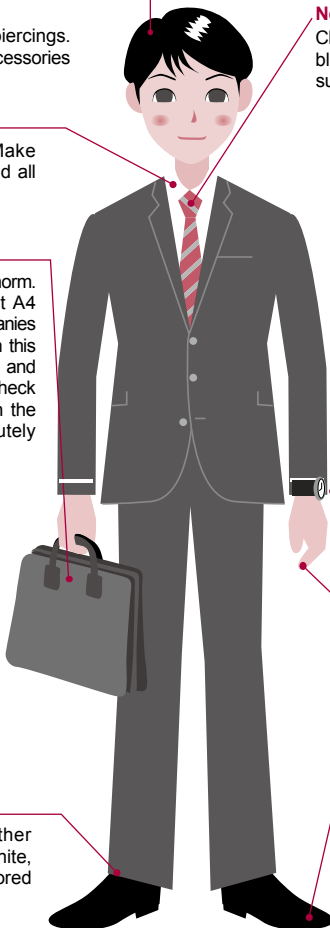
##### Plain Toe

This is the standard type of shoe to wear with a suit. You will do a lot of walking during your job hunt so make sure they fit well.



##### Loafer

Loafers can give the impression of being too casual so try and avoid them.



Creating a good impression when you visit a company, or during an interview is paramount. Stick to the following business etiquette and start your job hunt looking and acting professional!

**[Quick Tips]**

- It might be a good idea to choose your clothes depending on the industry or company you are applying to. If you get a chance to speak with an alumni, take the opportunity to ask for advice on clothing and appearance.
- It shows on your face when you don't get enough sleep. Follow a good regime and keep up with a good lifestyle routine to ensure you look your best on the day.

**Females**

**Color Contact Lenses**

If you are going to wear color contact lenses, make sure they are close to your natural eye color and don't stand out.

**Accessories**

Keep accessories to a minimum. At most wear a small pair of earrings and/or small necklace.

**Shoes**

Black shoes with approx. 5cm heels. Must be well polished and easy to take off.



**Hair**

Natural color, no messy hair in your face. Long hair should be tied back. Avoid unnatural or too unique hairstyles.

**Makeup**

False eyelashes or eyelash extensions should be avoided. [for Finance, Securities, IT, Real estate, Education industries] Use beige pink for lips, apply naturally. Avoid blush on the cheeks. It will give a sense of trust and steady-going. [for Mass Communication, Airline, Service, Clothing industries] Use pink based on coral color for blush. Pick coral color for your lips too. Brighter (but not too much) make-up for these industries will help you look attractive as required for customer service jobs.

**Blouse**

White or light colored shirts are best. Must be clean, well ironed and not gapping at the neck.

**Suit**

Grey, dark blue or black suits are best. Either skirts or trousers are acceptable as long as it fits you and gives a professional look. Skirts should not be shorter than 3cm above the knee. Consider the length of the skirt when sitting too!

**Watch**

Shouldn't be too flashy.

**Nails**

Cut your nails short. It is better not to apply any nail polish, but if you do so, choose clear or light pink colors.

**Bag**

Choose a bag that matches your suit and that also fits A4 documents. Make sure it is clean, and that it doesn't have a big brand logo.

**Stockings**

Skin colored. Have a spare pair with you in case of any unforeseen situations.

**5 Pre-Interview Mirror Checks**

- ① Is your hair tidy?
- ② Is your collar on your shirt and suit jacket folded down properly?
- ③ Is your necktie straight?
- ④ Have you got anything around your mouth or stuck to your teeth?
- ⑤ Is there any dust or dandruff on your suit?