

Grooming and Appearance

Being a professional means following the business rules and etiquette. As you are job hunting and taking your first steps into the working world, you will need to behave and dress appropriately as a professional in society. Therefore, create a habit of presenting yourself professionally so that you may leave a positive impression on companies for your future career.

Formal



Hair
Your natural hair color, not dyed or bleached. Clean, tidy, and the bangs does not cover your eyes.

Accessories, etc.
Clean-shaven with no visible piercings.

Dress shirt
A clean white shirt that has been ironed and all buttons are done up.

Suit
Generally black, navy blue, or gray. Avoid wearing patterns like stripes. Make sure it is clean with no frayed spots, pants are properly pressed, and that the size fits. Leave the bottom button of the jacket undone.

Necktie
Select a color that matches your suit (preferably blue or yellow). Avoid colors or designs that stand out.

Wristwatch
Something simple and avoid flashy ones or ones with characters on them.


Nails
Clean and cut short.

Socks
Generally navy blue, gray (dark colors). Avoid wearing patterned or white athletic socks.

Shoes
Select plain-toe type shoes and avoid loafers. Must be well polished beforehand.

Bag (one that can fit A4 sized documents)
Generally black or navy blue, but should match the color of your suit. Make sure that it is not dirty or too worn down. Absolutely NO backpacks.

Male



Hair
Your natural hair color. Avoid perming your hair to an unnatural hairstyle. The hair should not cover your face and the bangs should not cover your eyes. Long hair should be tied back.

Makeup
Wear a natural look. Avoid using too dark or bright colors or putting on false eyelashes or eyelash extensions.

Accessories
It is safer to not wear any accessories.

Color contacts
If you are going to wear them, select those that are closest to your natural eye color and do not stand out.

Suit (for pants or skirts)
Generally black, navy, or gray. Either pants or skirts are acceptable as long as it fits. Skirts should not be shorter than 3 cm above the knee so that when sitting, it gives off a professional impression.

Blouse
White blouses leave a more positive impression. Make sure it is clean and ironed. Avoid wearing ones with a low cut.

Wristwatch
Something simple. Avoid flashy ones.

Bag (one that can fit A4 sized documents)
If the bag is small, also bring a vinyl case. Avoid carrying bags that have a large brand logo on it.

Nails
Clean and cut short. If possible, avoid doing manicures, but if you must, choose clear or light pink colors.

Shoes
(pumps with 3-5 cm heels are most common)
Generally black and cleanly polished. Get accustomed to wearing the shoes beforehand.

Stockings
Wear ones that match your skin tone. Keep a spare pair in your bag for emergency situations.

Female

Business Casual / what is the goal of companies asking you to wear casually to interviews?

- ① They want to see if you are aware of TPO (time/place/occasion) based on your attire
- ② They want to see if you match the company's corporate culture
- ③ The company wants to appeal their open corporate culture

The 3 Basics of Business Casual

- Tops should have a collar
- When wearing casual attire, do not forget to also include "formal attire"
- When deciding what color or type of clothing to wear, remember the main point of having a "clean" look

Business casual is less formal business style of clothing where one is not wearing a full suit, but still give off a professional impression.

For Males

Center-pressed chino pants are OK. Denim or cargo pants, shorts should be avoided.

Shirts with a collar are recommended. Colors that are too bright or dark should be avoided.

If you put on a jacket, please wear a clean T-shirt underneath.

For Females

When wearing a blouse, one-piece dress, or a cut and sewn top, be sure to coordinate it with a jacket or cardigan.

Avoid wearing miniskirts, long skirts, wide pants, high heel pumps.

Exposing a lot of skin will leave a negative impression on the company.

Job Hunting Cool Biz / no necktie, generally long-sleeve dress shirts, and do not forget to wear a jacket.

The 3 Basics of Cool Biz

- Simple dress shirts and generally white. Cool biz for job hunting usually means wearing long sleeves.
- Avoid rolling up one's sleeves as it may leave an impression that you are messy.
- Button the dress shirts all the way up.

Cool biz is not having to wear neckties or jackets during the summer months of June 1st to Sept. 30th when air conditioning is set only to 28 degrees Celsius so you may be able to work comfortably in the office.

For Males

If there are no instructions from the company, you should still wear suit jacket and necktie even during the summer.

Avoid wearing ankle socks or socks with patterns.

Button-down shirts with crisp collars is recommended.

For Females

Long to short sleeve blouses are OK. Avoid wearing blouses with colored patterns, too many frills, puff sleeves or no sleeves.

In order to avoid your undergarments showing through your clothes, wearing inner garments such as camisoles is necessary.

Keep a spare pair of stockings just in case.

5 Pre-Interview Mirror Checks!

- 1. Is your hair neat and tidy?
- 2. Are the collars of your suit and dress shirt not neat and folded down?
- 3. Is your necktie straight?
- 4. Do you have anything stuck around your mouth or in your teeth?
- 5. Is there any dust or dandruff left on your suit?