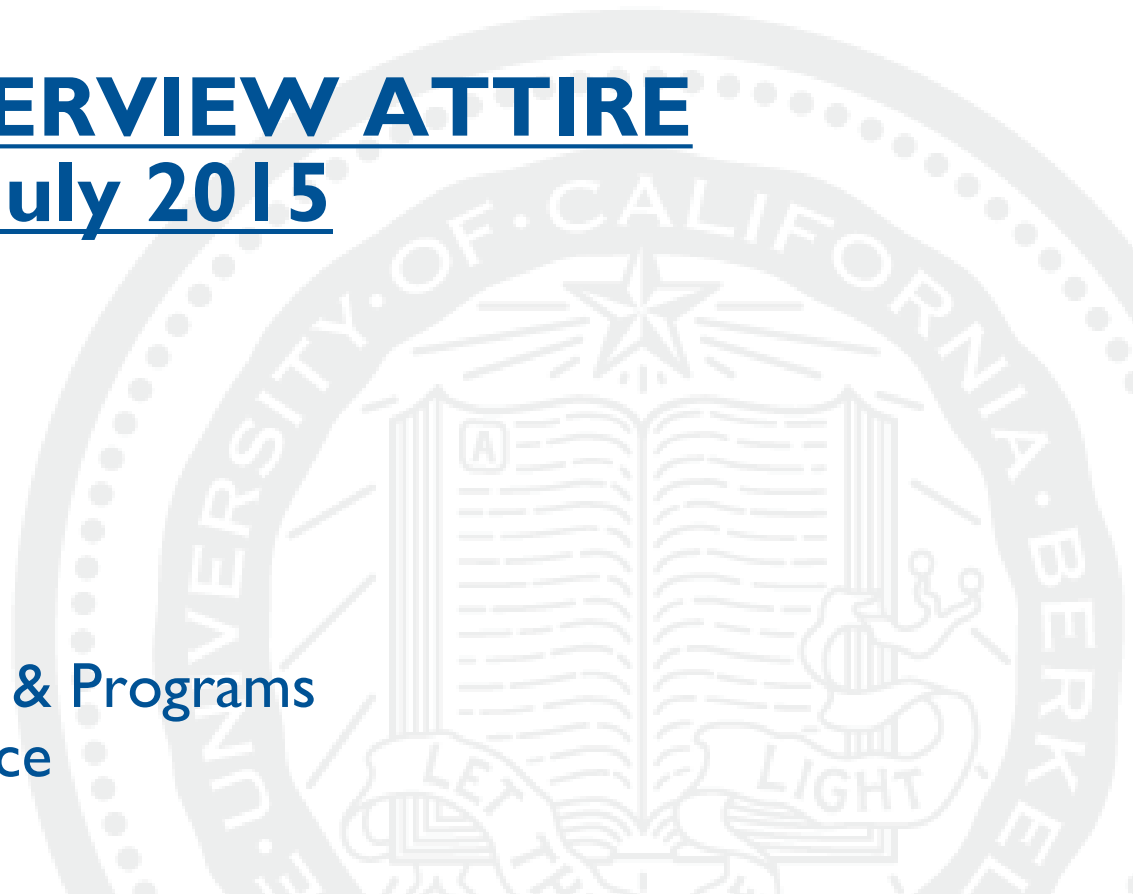


EIW INTERVIEW ATTIRE
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The Goal: Project a Professional Image

Clothes make the man.
- Mark Twain

What to Wear

Men



Women



What to Wear: Professionalism, NOT Fashion

Men

Suit: well-tailored pin-striped or plain wool single-breasted suit in navy or gray

Ties: width (2 ¾ and 3 ½ inches) and length (extend to your trouser belt); small stripes or geometric shapes convey a professional image

Shirt: plain, light-colored long-sleeved (white or light blue work well)

Shoes: polished with socks that complement the suit (match your belt)

Jewelry: nothing more than a watch and wedding band

Hair: neatly cut; long hair is not recommended for Big Law.

No heavy cologne or aftershave

Briefcase or folder that contains interview materials

Women

Suit: skirt or pant. subtle shades are acceptable but most conservative colors are black, navy, and gray (solids preferable to patterns). Pant suits are fine, particularly in CA.

Skirt (if worn): knee length. Most conservative approach is to wear pantyhose (for CA firms, not required)

Shirt: collared shirt or blouse with a high or crew neck.

Shoes: polished, low to moderate heel (“pumps”)

Jewelry: simple, small, and classic

Hair: if it will be in your face, pull back long/curly hair
No heavy perfume. Light in applying makeup. Nails, if polished, in a neutral shade

Briefcase or folder that contains interview materials

What NOT to Wear

Men

NOs

Suits with bold patterns or double-breasted style

Bold-colored shirts (no dark or bright colors such as black, charcoal, navy blue, burgundy, pink, apple green, or deep yellow)

Short-sleeve dress shirts

Ties in “beach” colors or novelty/theme ties (“Save the children” prints)

White socks

Earrings (err on the conservative side) or strong cologne

Women

NOs

Suits in fire engine red or with busy patterns or tight-fitting (gaps that show shirt)

Mini-skirt (two or more inches above your knees) or one that clings to your body

Low-cut shirts, tank tops (too casual), sheer blouses

Sling backs, open toes, elaborate bows, buckles, wedges, strappy shoes, platforms ,or extremely high heels (stilettos)

Heavy makeup/perfume or jewelry (no shoulder-dusting chandelier earrings) or nail polish in dark colors

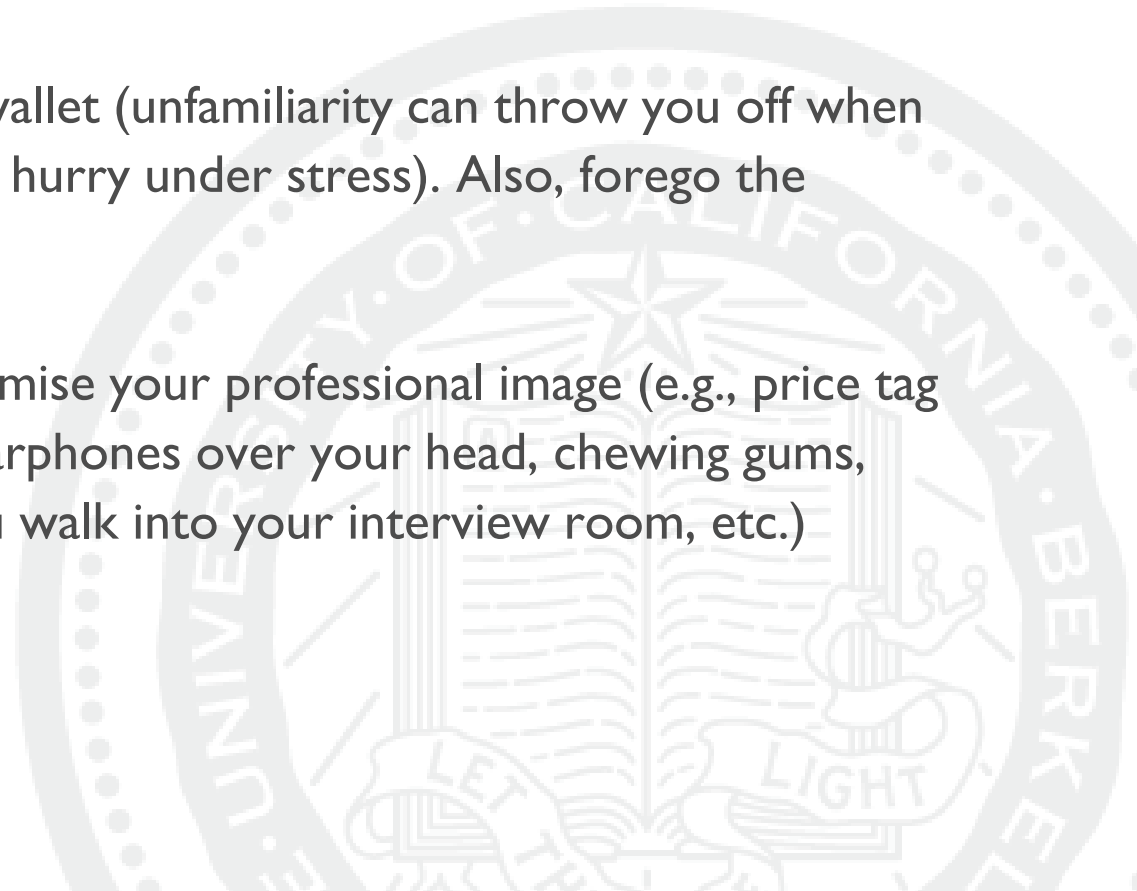
Scrunchies, butterfly clips or high “cheerleader” ponytails

Further Do NOTs:

Wear a new pair of shoes on the day of your interview (break your new pair in several days before the interview)

Carry a new handbag/purse/wallet (unfamiliarity can throw you off when looking for something in a hurry under stress). Also, forego the backpack.

Do anything that can compromise your professional image (e.g., price tag on your suit, sunglasses/earphones over your head, chewing gums, drinks in your hand as you walk into your interview room, etc.)



Shopping Guide

You DO NOT need an Armani suit.

Shop at least a week in advance (for tailoring, allow for more time) and try it on at home to make sure there are no last minute surprises on the day of your interview.

Have at least two shirts ready for EIW (in case you spill something on one).

When trying on a suit, view yourself standing and sitting.

For women, if selecting a skirt suit, place a chair in front of a full-length mirror and sit down.

If you cross your legs and can see the underside of your thighs, select another suit.

Shop with your friend (ask for an honest assessment of your back view to make sure it fits comfortably).

Most men's suits are not "made to fit". Your suit will most likely need to be tailored. Stores that sell suits have personnel who are trained to know the proper fit of men's suits (e.g., proper length of suit sleeves and pants, fit across your shoulders and back). Strongly consider working with such a professional when selecting a suit.

When in doubt, err on the conservative side.

What To Do The Week before EIW:

Select an interview suit or two you will be wearing for EIW. Try them on (with matching socks, ties, and shoes). Have them dry-cleaned, if necessary.

Make sure you have at least two dress shirts (and for men two ties) to wear with your suit(s) for EIW.

Get a haircut, if you need one.

On the Morning of EIW:

Review the **Grooming Checklist** (next page).

Refrain from drinking coffee or fruit juice with your suit/shirt on.

Do not switch wallet/purse/bag.

If you feel anxious, do your “power pose” (Amy Cuddy, “Your body language shapes who you are,” at <http://www.ted.com/talk>)

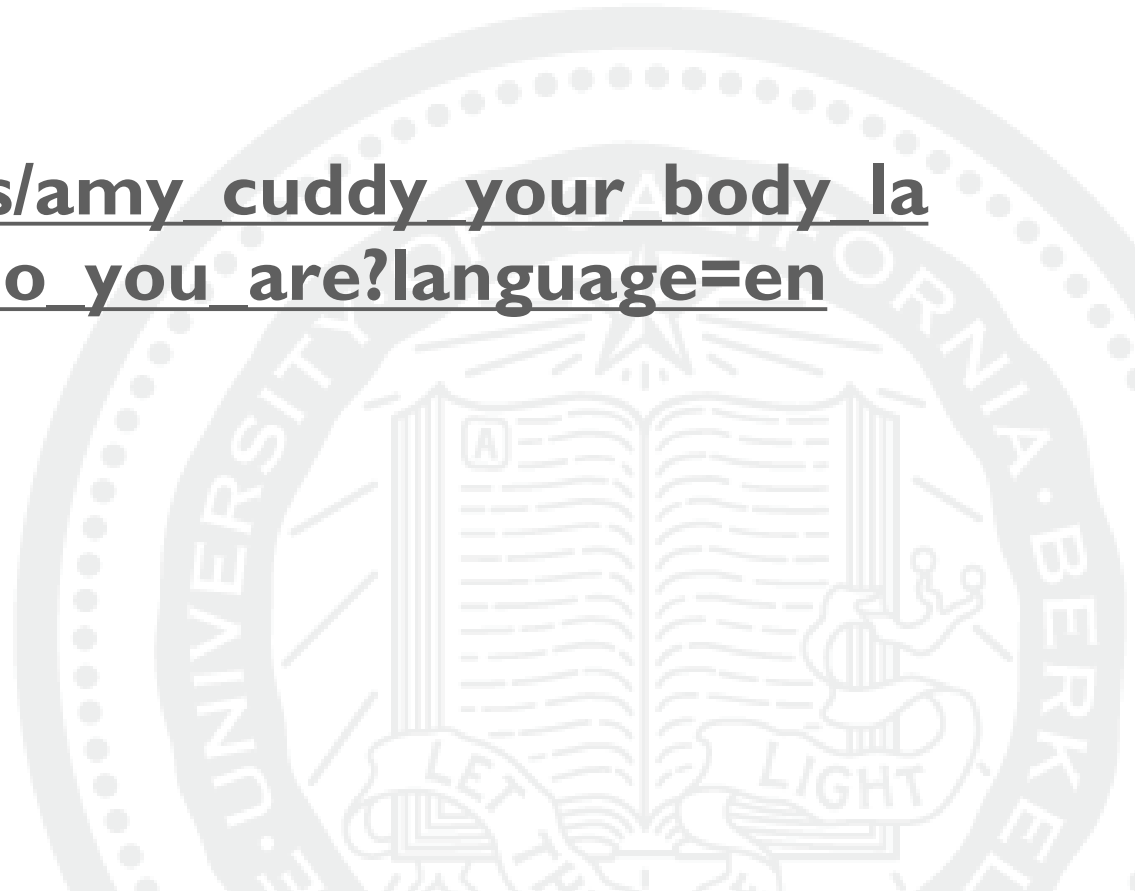
Personal Grooming Checklist

Hair	Clean, trimmed, and neatly combed or arranged.
Facial Hair (men)	Freshly shaved; mustache or beard neatly groomed.
Fingernails	Neat, clean, and trimmed.
Teeth	Brushed and fresh breath
Breath	Beware of foods which may leave breath odor. Beware of tobacco, alcohol, and coffee odor. Use a breath mint if needed.
Body	Freshly bathed/showered; use deodorant. Remove body piercings, tongue rings, and cover tattoos, if possible.
Perfumes/ Colognes/ After Shave	Use sparingly or none at all. Your "scent" should not linger after you leave.

Resources

Amy Cuddy: Your body language shapes who you are

www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are?language=en



For any specific questions or tips, please contact one of the CDO private sector attorney-counselors:

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