

## Lesson Three: Professional Dress for Interviews

You put on your best dress or best suit, your favorite earrings, your heels that make you look taller, and your best perfume. You take extra time to braid your hair in an interesting pattern and add a splash of color to match your outfit. You feel confident and stylish. You already may have made several mistakes in preparation for your first interview. In this lesson, we will examine common mistakes in dressing for an interview and how jobs dictate expected attire. Learn to dress for success!

### STANDARDS ALIGNMENT

- **North Carolina Essential Standards Guidance**  
I. CR.2.2 Apply job readiness skills to seek employment opportunities and related academic opportunities.
- **North Carolina Professional Career Development Coordinator Standards**  
Standard III: Element d. Career development coordinators develop comprehensive career development

### WORKFORCE DEVELOPMENT STANDARDS

- 20 CFR Parts 676, 677, and 678: Workforce Innovation and Opportunity Act is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Programs are based on eligibility.

### STUDENT OBJECTIVES

*At the close of the lesson, learners will be able to say... I can:*

- Recognize what is appropriate attire for an interview based on the job duties.
- Evaluate the appropriateness of clothing choices for job interviews

## MATERIALS NEEDED

- Computer, projector, internet access, YouTube Access
- **I can** statements on poster board or handout
- A piece of paper for each participant
- 3 websites listed below
- Final PowerPoint review: <https://tinyurl.com/jobdress3>

## DELIVERY SUGGESTIONS

The suggested time for the following lesson is 45-60 minutes with additional exercise. Room arrangement should be in groups of 4. Maximum number of participants is 20.

The following lesson is appropriate for:

- high school students.
- adult learners.

## INSTRUCTIONS

1. State and share “I can” statements with participants, so they will know the purpose of the lesson.
2. Say: *“Has anyone gone on a job interview? How did you decide on what to wear?”* (Allow time for conversation.) *“Let’s take a quick True/False quiz. On your paper, write 1-5. When I read a statement, write T if the statement sounds true to you or F if you believe it is false.”*

- READ: 1. One outfit should be okay for any type of interview.
2. The best way to decide what to wear to the interview is to use your best guess.
  3. Always wear a tie that expresses your personality.
  4. A tee shirt under a blazer is trendy and shows style which is valuable at an interview.
  5. Dirty fingernails prove you work hard.

3. SAY: *“Let’s put those answers away and watch a quick video on how men should dress for an interview. Before we watch, flip your paper over and draw a giant T on your piece of paper so you can write “do’s” and “don’ts” that you pick up from the video.”* Show video (Reminder: preview video to check for technical issues.) <https://tinyurl.com/jobdress2>

4. SAY: *“Let’s refer to the notes you put on your T chart. Who wants to share?”*  
Allow time to share and discuss findings.
5. SAY: *“Now let’s look at a quick video on how women should dress for a job interview. Since there are more options, women’s choices can be more complicated.”* Continue with your do’s and don’ts chart. Show video (a reminder to pre-view for technical issues) <https://tinyurl.com/femaledress>
6. SAY: *“Who would like to share any insights they learned from this video?”*  
Allow time for conversation.
7. IF TIME PERMITS OR FOR EXTRA ASSIGNMENT: Say: *“As a quick review we are going to go over some “flash cards”. Does anyone use flashcards to learn info? These are electronic flashcards to remind us of appropriate interview attire choices. Let’s see if we already know the answers.”* Project the link: <https://tinyurl.com/flashcard02> The card will appear. Click the card to find the definition on the other side. Then use the forward button to move to the next term. Since there are 40 cards, you may elect to eliminate some. This exercise offers flexibility and can be done independently.

ALTERNATE EXERCISE:

Click the learn or test icons so participants may quiz themselves.

8. SAY: *“Let’s return to our first five questions.”* Reread questions from block two. If you would like to change an answer, do so. Go over answers. 1) F 2) F 3) F 4) F 5) F. Answer any final questions before last review.
9. SAY: *“Let’s do one final review. I will show you five slides and your tables will share 1 comment about the appropriateness or inappropriateness of an outfit.”*  
Show PowerPoint. Notes for you are in presenter’s notes on PP slides.
10. Return to the **I can** statements. Read aloud and ask if participants agree (thumbs up) or disagree (thumbs down) that the objective was met.
11. Thank participants for coming today and direct them to the survey link below, if you desire formal feedback.  
<https://conta.cc/3Cx9sSO>

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