

**Always have your basic tools with you!**

- Electricians, Mechanics and Technicians: \_\_\_\_\_
- Hair Dressers and Estheticians: \_\_\_\_\_
- Cooks and Kitchen Professionals: \_\_\_\_\_
- Tradesmen/Journeyman: \_\_\_\_\_
- Agricultural Professionals: \_\_\_\_\_
- Nursing Aids and Child Care Providers: \_\_\_\_\_
- Office Professionals: \_\_\_\_\_

**SJPP Liaison Office**  
**"Enter Work With Skills"**

# Dressing For The Occasion



## Does Your Appearance Really Matter?

The way we communicate with others goes far beyond what we say. Verbal communication is only a small part of how we communicate. People read information about us through our body language, our facial expressions, even the rate and tone of our voices.

People judge us in the first few seconds they see us, and 90% of their first impression is the way we look.

ALWAYS DRESS FOR SUCCESS.

Your wardrobe says a lot about you, whether it is intentional or not, we have the power to control what people think about us. Even if you are a wreck on the inside, you can show a confident, intelligent, professional and well put together individual, by dressing with purpose.



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Attire for those persons working in Spas, Salons, Fashion Houses and Kitchens who will be required to stand or be on their feet for long hours during

the course of the work day must ensure that they wear comfortable but appropriate shoes for their industry.



Personal hygiene is a **must** as your work will require that you are in the personal space of your client or customer as you serve them.

Ensure that your slacks are loose fitting and comfortable, so too must your shirt or blouse to allow flexibility, ease of movement like reaching or stretching and for maximum comfort. Also ensure that panty lines are not visible. Underwear **must** not be visible.

## Dress for Vocational Work

Office - "Enter Work With Skills"



These images display appropriate dress for an industrial, manufacturing, warehousing, construction, or skilled trades work setting. They show that the appropriate dress code

for industrial, manufacturing, warehousing, construction, and skilled trades work includes casual, comfortable clothing or uniforms, appropriate in a

hands on workplace. Several images show required safety equipment:

safety glasses, hard hats, and steel-toed shoes.



In an industrial setting, employee comfort and clothing that enables efficient work, are key. Clothing must convey professionalism that is respectful to coworkers, customers and visitors.

Employees need to wear clothing that is unwrinkled, clean, and maintained well. Clothing that is torn, dirty, or frayed is not acceptable. Additionally, clothing with words, logos, or pictures that could be offensive should not be worn.

These photos portray appropriate hands-on, industrial-type work dress. Undergarment **must** not be visible.



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## What to Wear?

### Types of Business Attire

When you first enter or are in the business world, you must know how to dress appropriately for any given situation. Skirt or slacks? Tights or bare legs? Sandals or pumps? These are the questions you might find yourself asking each morning as you select work attire. And, depending on the dress code your company enforces, you could be spot on – or woefully off-base in your fashion choices.

### Dress Codes

There are typically three types of corporate dress codes: business formal, business professional and business casual. Here are some general tips for both men and women for each category. Stick close to the basics and ensure that you're always dressed appropriately.

#### 1) Business Formal

This is the highest level of professional dress, an upgrade from your normal day-to-day professional outfits.

Men wear dark colored suits over a white collard button-up shirt with a silk tie, and cufflinks can be worn. Silk or linen pocket squares are also a requirement for men. Dress shoes and matching dark pants complete the outfit.



For women a conservative neutral coloured pantsuit or a skirt while wearing pantyhose. A white button-up with collar and closed toe pumps.

## 2) Business Professional

A step down from business formal, business professional clothing is still neat, conservative, and traditional, it is a little more loose when it comes to colour and pattern.

Women can wear a skirt or pants suit with heels while men may wear a suit jacket, button down shirt, suit pants, a tie and dress shoes.



## 3) Business casual

When the dress code for your company is business casual, it simply means you do not need to wear a suit. However, it does not call for casual attire such as jeans and T-shirts. Still, the term “business casual” can mean different things to different organizations, so it’s always best to check for guidelines with HR, instead of making assumptions.



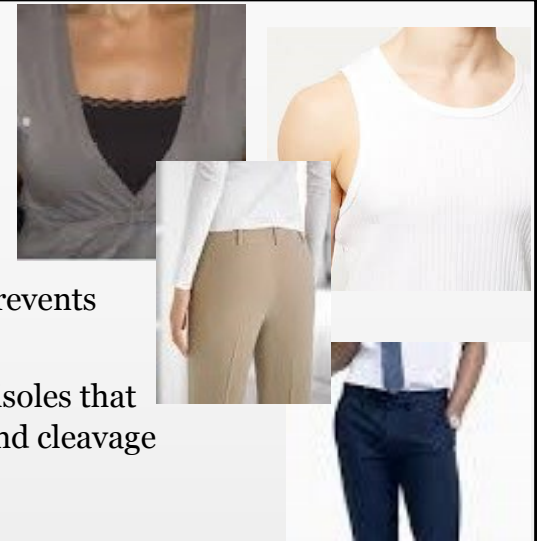
For men, a button down collared shirt, a tie is optional. Dress pants and dress shoes.

For women, business separates, rather than a suit with closed toe pumps or work flats.

Avoid Jeans unless it is ‘okayed’ by HR. If permitted, dark wash denim only. No overly casual denim cuts, like cutoffs, cutouts, ripped or flare jeans.

## DO’S

- Gents keep your vest classic and white
- Pants worn on the waist, not the butt.
- Seamless underwear prevents VPLs
- Wear appropriate camisoles that will conceal your bra and cleavage



## Summary

Always dress your best and with integrity, whether it is at work or on the street. You never know who you will meet. So try to make informed decisions on how you want to package yourself.

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◆ Buttons

- ◇ Check for evenness
- ◇ Makes sure they are secure and none are missing
- ◇ If the outfit is tugging at the buttons, it is not the right fit

◆ Lining

- ◇ Your lining needs to be comfortable, soft materials such as silk and rayon are preferred
- ◇ Check that it fits well and easily drapes on you

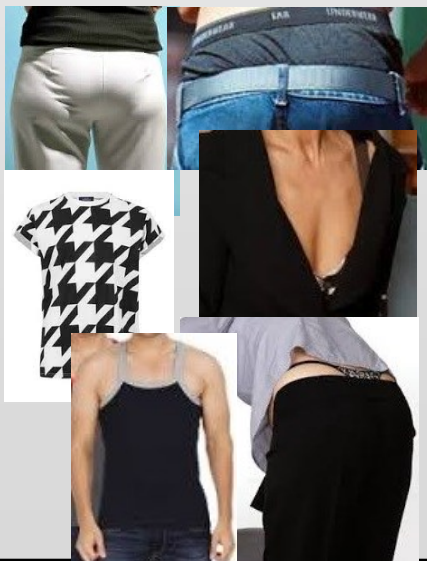
### Undergarments Matter

Your undergarments do make a difference in how your clothes will look and how well they will fit.

Your undergarment are just that, they are worn beneath your clothing and should not be on display. So it is important to wear the correct undergarments when wearing certain clothing.

#### DON'TS

- VPLs– visible panty lines
- Underwear showing above pants (both male and female)
- Styled or colourful vest
- Graphic t-shirts or vest
- Bra being shown or printed through clothing



## Interview and Business Attire Do's and Don'ts

### Men's Professional Dress

#### DO's

- Comb your hair, have it neat and tidy or get a hair cut
- Brush your teeth
- Take a shower
- Clean and trim your fingernails
- Wear a belt that matches your polished shoes
- Keep facial hair neatly trimmed
- Wear minimal accessories (a dress watch and a modest ring)
- Wear basic classic coloured suits. (black, grey, dark blue, brown)
- Press your clothes

#### DON'TS

- Spend too much money on your clothes
- Have bad breath and/or food in your teeth
- T-shirt, jeans, gym shoes
- Loud ties or Loud suits (bright colours or patterns)
- Wear slacks without a belt
- Display tattoos or body piercings
- Display a lot of jewelry
- Bad body odor
- Leave your hair messy or uncut
- Wrinkled clothes
- Collarless or sleeveless shirts



## Women's Professional Dress

### DO'S

- Hair is neat and out of the face
- Neutral light make-up, conservative lip colour
- All visible tattoos and piercings removed or covered
- Simple and professional handbag
- Classic work pump 1 to 3 inches
- Minimal accessories.
- Wear basic classic coloured suits. (black, grey, dark blue, brown)

### DON'TS

- Excessive body odor or perfume
- Showing too much skin. No plunging necklines, low-rise pants, belly shirts, see-through shirts.
- No ill fitting clothing
- Chipped nail polish. No colourful or distracting nail designs
- Runs in your stockings
- No skirts shorter than your knee
- No hats or clothes with visible logos
- No excessive make-up
- Stilettos or shoes over 3 inches, strappy or opened toe shoes
- No visible undergarments
- Loud, distracting jewelry. Avoid dangling earrings, anklets, and anything with names or initials in it

## Garment Quality Check

When ever you are buying a garment, always make sure that you do a garment check. The last thing you want is to have bought a garment, take it home, then to notice the flaws in it. Always try on the out fit before you purchase it.

The following is a check list to assist you in getting a better quality for you money.

- ◆ The Fabric
  - ◇ Make sure the fabric feel good on you
  - ◇ If it looks too cheap it probably isn't worth it
  - ◇ Does the fabric uncomfortably rub together
  - ◇ If it holds light and is too shiny it is a no no.
- ◆ Seams
  - ◇ Lightly tug where the stitching meets
  - ◇ When you try something on, move around in it (sit, stand up, rise your arms etc.) to make sure it's a proper fit
- ◆ Hemline
  - ◇ Length is important, check both your pants and you jackets hemlines to ensure that its not too long or not too short
  - ◇ Always make sure it is stitched straight and evenly
- ◆ Zipper
  - ◇ Make sure they are sewn in correctly
  - ◇ Gently try the zipper to see if it works effectively