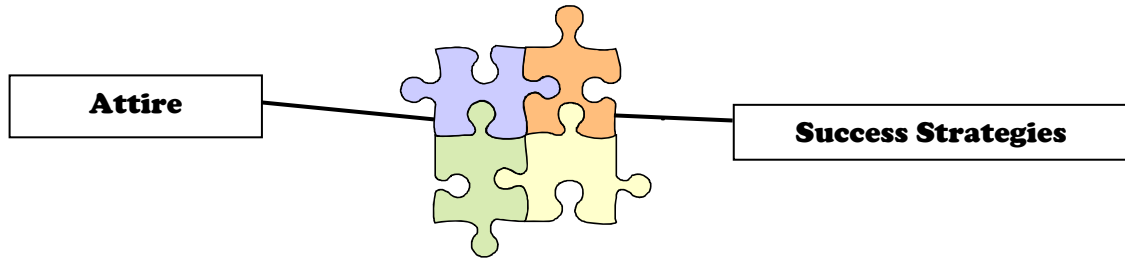


Your First Job after Graduation

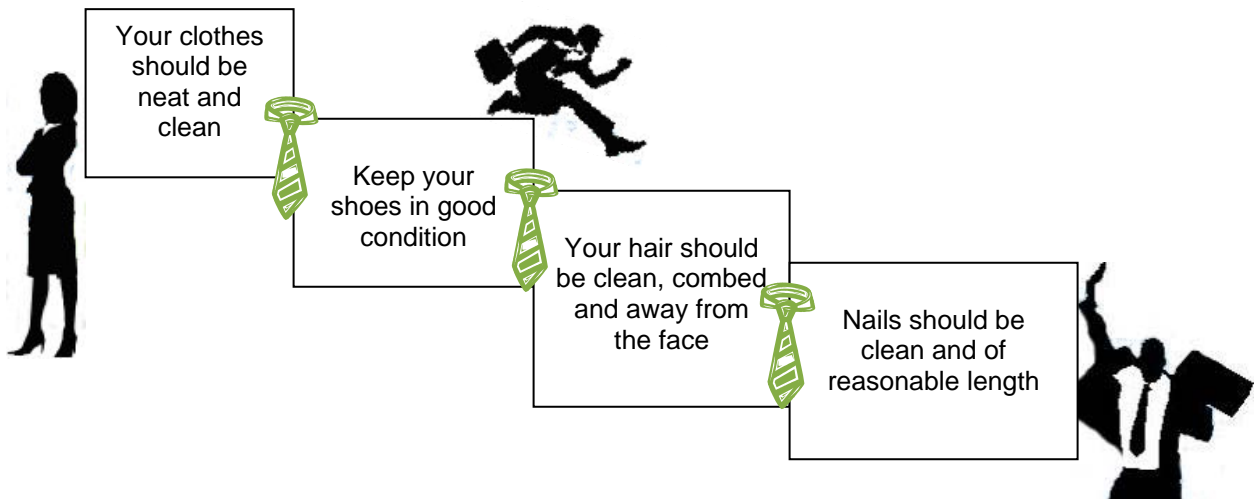
Just as the college freshman has to learn the ropes of the new environment, the recent graduate entering the “real world” must learn to adjust to life after college and their new work environment. Wise graduates know how to dress and act during their first year of employment in order to succeed.



Attire

Your goal is to project a professional, competent image regardless of your employment level.

To be successful, keep these attire tips in mind:



Avoid Wearing These to Work

- Clothes you can see through or that are low cut
- Too-tight clothing
- T-shirts with profanity on it or offensive words or images
- Sweats/Athletic wear
- Club Wear; miniskirts, spaghetti straps, sheer sundresses, stilettos, or sandals
- Beach wear; shorts, tanks or t-shirts
- Hats
- Sneakers, flip flops



Men's Professional Attire

- Traditional 2 piece men's suit for most professional positions OR a very nice sport coat and high quality slacks for less corporate environments
- Fit is important so take suits, pants and jackets to a tailor to insure a proper fit
- High quality dress shirt
- Neatly knotted tie
- Good leather belt to match shoes
- Polished conservative dress shoes; conservative **dark** socks
- Cover up tattoos and remove body jewelry until you know whether they are acceptable at your workplace
- Avoid heavy cologne
- If you aspire to be a manager, dress like managers do in your company

Women's Professional Attire

- A conservative pant or skirt suit (fit is important so find a good tailor who can make your clothes fit properly)
- Conservative blouse, wear a camisole or tank underneath if it is a sheer material
- Pantyhose (take an extra pair for emergencies)
- Low heeled traditional pumps, closed toe
- Conservative jewelry, accessories, make-up and hairstyle
- Cover up tattoos and remove body jewelry until you know whether they are acceptable at your workplace
- Avoid heavy perfume
- If you aspire to be a manager, dress like managers do in your company

Business Casual

- Casual does not mean sloppy
- For women: dressy pants, skirts with a modest hemline or tailored ankle pants
- For women: a blouse or sweater set
- For Men: khakis and a collared shirt or nice sweater
- Turtlenecks
- Shoes for Women: dress open-back mules, dress open-toe shoes, loafers
- If in doubt ask your supervisor

For Golf Outings

Shorts that fall to the knee with a polo collared shirt



Success Strategies

Unlike college, the "real world" is less tolerant of mistakes, offers less time and flexibility for adjustment and your performance at work impacts the organization as a whole. By following these suggestions your first job should be a success.

Always arrive at work on time, if not a little early. You are expected to be punctual and ready to perform your job every day.

Go into your new position with a positive attitude, complete your assignments on time and with quality and act like a professional at all times.

Listen and observe. Understand office procedures and protocols before you suggest changes.

Respect your co-workers, and show interest in all the people you meet. People appreciate those who are sincere, polite and trustworthy.

Dress Appropriately. For the first few weeks dress conservatively until you figure out the organization's dress code.

Remember you are the new hire and have to earn your place in the system. You can't be a good leader until you can be a good follower.

It is not wise for you to divulge too much of your personal life to your office co-workers.

Acquire the knowledge, skills and abilities that are expected of you. Don't be afraid to ask questions.