



TPC™ Global
Training for Professional Competence

Grooming & Etiquette: Making a Lasting Impression in Interviews

Acing an interview goes beyond just knowledge and skills. Your appearance and behavior speak volumes, often shaping the interviewer's first impression. This presentation explores the importance of grooming and etiquette in making a positive impact during the interview process. We'll cover the fundamentals of grooming, appropriate attire, and the essential etiquette guidelines for a successful interview.



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First Impressions Matter: Why Grooming is Crucial

A Powerful First Impression

Your grooming and demeanor create a visual representation of your professionalism and respect. A well-groomed appearance reflects that you take pride in yourself and the interview process.

Boosting Confidence

Feeling well-presented can significantly boost your self-esteem. It helps you project confidence, which is crucial for conveying your abilities and enthusiasm to the interviewer.

Grooming Tips: Presenting Your Best Self

Skincare

A basic skincare routine, including cleansing and moisturizing, ensures a fresh, well-maintained look. Avoid heavy makeup; the goal is natural enhancement.

Hair

Keep your hair clean and styled professionally. Long hair should be pulled back neatly, while short hair should be trimmed and free of untidiness.

Nails

Nails should be short, clean, and well-groomed. Avoid distracting nail colors. For men, trim nails and ensure they're free of dirt.



Dress for Success: Choosing the Right Attire

Men's Attire

A well-tailored suit in classic colors like navy, black, or grey is a safe choice. Pair it with a crisp button-down shirt in white or light blue and a simple tie with a moderate pattern or solid color. Polished leather shoes in black or brown complete the look. Keep accessories minimal.

Women's Attire

Opt for a professional dress, a skirt or pantsuit, or a blouse with a blazer. Stick to neutral, muted colors. A simple blouse or shirt complements your outfit. Choose closed-toe shoes (flats or low heels) that are comfortable and professional. Keep jewelry minimal and choose natural, light makeup.



Interview Etiquette: Before the Interview

1 Punctuality

Arrive at least 10–15 minutes before the interview.

Punctuality demonstrates your organization and respect for others' time.

3 Prepare Documents

Bring extra copies of your resume, a notepad, and a pen.

Keep these neatly organized.

2 Research the Company

Understand the company's history, culture, products, and industry standing. Be ready to explain your interest in working there.

4 Dress Appropriately

Always dress slightly more formal than you think is required. When in doubt, go for business formal.

Interview Etiquette: During the Interview



Introduce Yourself Confidently

Greet the interviewer with a firm handshake, smile, and make eye contact.



Clear & Concise

Responses

Be clear and concise in answering questions. Avoid rambling. If you don't understand a question, politely ask for clarification.



Listen Actively

Don't interrupt the interviewer. Allow them to finish speaking before you respond. Nod occasionally to show understanding.



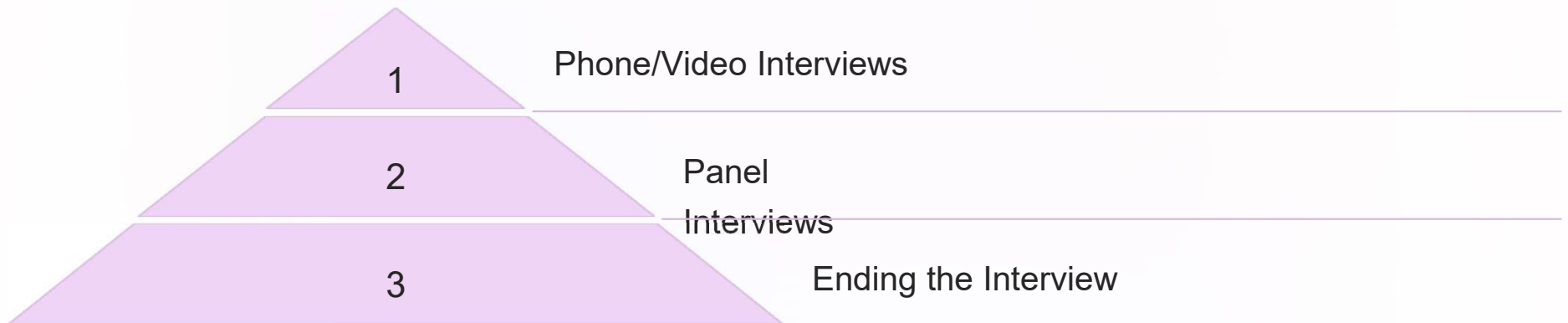
Answer with

Examples

When asked about skills or experiences, provide specific examples to demonstrate your abilities.



Etiquette Tips for Specific Interview Situations



For phone or video interviews, test your technology beforehand. Choose a quiet location with a neutral background. Dress as if it were an in-person interview. For panel interviews, address each person, but direct your answers to the person who asked the question. Keep an open body posture. Ending the interview requires thanking the interviewer for their time, asking relevant questions, and sending a thank-you email within 24 hours to reiterate your interest and express gratitude for the opportunity.