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Grooming for a Career

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Grooming for a Career

Good grooming is a decisive factor in the business interview which precedes professional experience, states Mary Schmidt.

The man behind the desk is looking for an employee who has charm and personality and is wholesome and natural. He is interested in what she can contribute to the firm and his first impression will influence his opinion of her.

The wise college woman, besides preparing herself academically for her place in the professional world, enhances her natural assets by developing attractive personal habits. She walks with her head up, her shoulders back and with a pleasing expression on her face. She stands easily with her chin up and her feet together. She sits in a chair with her knees together and her feet on the floor or with one leg crossed gracefully over the other.

She walks, stands and sits without displaying annoying little mannerisms. She realizes that her posture, gestures and facial expressions are just as much a part of good grooming as the clothes she wears.

At an interview, the employer is interested in seeing how the potential employee will look on the job, not on the dance floor or at the bridge table. Dark-colored dresses without frills or dark, neatly-pressed suits with tailored white blouses look business-like. Plain gloves, neat shoes and an appropriate hat complete the costume.

Dressy or startling hats, high heeled sandals and sheer, swishing frocks with ornaments and bows are out of place. The length of the skirt is an important item. The decision on the proper length is made by judging it before a mirror, both standing and sitting. If the skirt is circular, it may be worn shorter.

The habit of immaculate cleanliness is a prerequisite for personal charm. Many employers request that women remove their hats before an interview. This gives the applicant no opportunity to hide a mousy, shaggy or inappropriate coiffure. The college woman's favorite long bob is not the mark of an efficient businesswoman and should be reserved for places outside the office. An attractive, smooth roll at the back of the neck is easily achieved even with long hair.

Lipstick should emphasize the natural contours of the lips and nail polish should blend with the costume. Employers discount extremely brilliant make-up as unprofessional. Hands must be soft and white with a capable look that comes from wearing the nails at a reasonable length and avoiding flashy jewelry. A good hand lotion is a requisite for good grooming.

A sparkling, wide awake appearance is secured by skilful use of eye make-up.