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THE IMPORTANCE OF APPEARANCE AT WORK

DRESSING FOR SUCCESS



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- Explain why appearance is important at work and how it relates to success.
- Describe what it means to be well-dressed in the workplace.
- Describe appropriate work grooming.

The Importance of Appearance at Work

Dressing for Success



michaelljung www.photosearch.com

No one likes to be judged, but the reality is that we all are. Our appearance is judged at work on a daily basis. It is the first thing people notice about you. Your boss, co-workers, and customers look at how you are dressed and groomed. Depending on your appearance, they will make either a positive or negative judgement about you.

WHY IS YOUR APPEARANCE IMPORTANT AT WORK?

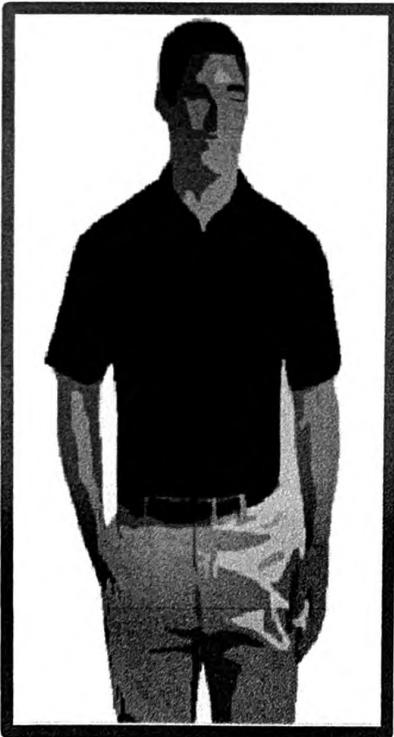
Your appearance becomes a reflection of you. It sends a powerful message about who you are to others. A person that is dressed nicely and well-groomed is more often perceived as being a professional employee. No matter your job or career, you should always strive to maintain a professional appearance. Those who are perceived as professional employees are often the most successful workers and normally move up in the company. Being dressed appropriately and well-groomed is a key step in showing others that you are to be taken seriously. It is natural for customers, co-workers, and managers to perceive workers that are well dressed and groomed as qualified, confident, and capable. These are all positive images that will help you be successful in the workplace.

Answer each question with a complete sentence on a separate piece of paper.

1. When is our appearance judged?
2. Depending on how you appear, what two types of judgements will people make about you?
3. What is your appearance a reflection of?
4. How is a worker that is dressed nicely and well-groomed perceived?
5. What should you always strive at, no matter where you work?
6. What do those workers that are perceived as professionals achieve most often?
7. What three things is natural for customers and co-workers to perceive about a worker that is well dressed and groomed?

WHAT DOES BEING WELL DRESSED MEAN?

It is important to keep in mind that being well-dressed doesn't mean that you have to wear a business suit to work. Being well-dressed means dressing appropriately and in a way that makes you look professional. Each job has a different dress standard. Your dress selection will vary based on your occupation. For example, if you are an auto mechanic, you would not want to wear a business suit to work. Instead, you would be expected to be dressed safely, which would include wearing long pants and shoes that protect your feet. You may even be required to wear a uniform.



Nonetheless, no matter the clothing standard at your work, there are some basic professional-dress rules that are wise to follow. First, your clothes should be clean, have no holes, and not be wrinkled. Second, you should wear a belt, and your pants shouldn't be too baggy or hanging down below your waist. Third, your shirt should be tucked in, and you shouldn't wear shirts with graphics or images on them.

When deciding to dress for work, it is wise to dress as if you were serious about your job, and you desire to be respected as a professional. A well-dressed mechanic will be more respected, trusted, and appreciated, if he comes in wearing a clean, unwrinkled uniform than if he arrived in an uniform that was dirty, wrinkled, and had holes in it.

8. What does well-dressed mean?
9. What will your dress selection depend on?
10. No matter the clothing requirement, what three things should your clothes be?
11. When deciding to dress for work, it is wise to do what?
12. How will a well-dressed mechanic be viewed compared to a poorly dressed mechanic?



Grooming for Work

KEY FACTS

Name _____

Per. _____ Date: _____

| | |
|------------------|--------------------|
| Deodorant | Shower |
| Shampooed | Fingernails |
| Flashy | Shaved |
| Hygiene | Breath |
| Facial | Groomed |

Fill-in the blank spaces below with the terms from above. Use your notes and/or the reading sheets.

- 1) Workers that want to send a message of confidence and success maintain good _____ and are well _____.
- 2) Good hygiene maintenance starts with taking a _____ daily.
- 3) Your hair should be _____, trimmed, and neatly combed or arranged.
- 4) For men, _____ hair should be _____ or beards neatly groomed.
- 5) Dirty, untrimmed _____ is a major hygiene violation that is immediately noticed.
- 6) For women, nails shouldn't be too long or _____.
- 7) _____ is a must and should be applied each time before you go to work.
- 8) Bad _____ will get you noticed for all of the wrong reasons; thus, you should brush your teeth before you go to work.