

2020-2021

Packet

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Name _____ Date _____ Period _____

Employment and Career Readiness: Workplace Appearance and Attire Activity Packet

Are you...

- ...*that* person who refuses to wear required work uniforms, aprons, hats, or name badges?
- ...*that* person who does not shower regularly?
- ...*that* person who wears jeans and a t-shirt to a formal work event?

Don't be *that* person!

A manager was discussing the company's computer system with an employee. The employee leaned back into his chair, raised his arms, and rested his head in his interlaced fingers. The manager was now staring at massive yellow armpit stains on the employee's white shirt. Don't be *that* person whose clothing makes a truly poor impression.

People judge others based on appearance. Fair or not, research indicates that attractive people are more employable and better paid than are their less attractive counterparts. Although certain physical traits are difficult or impossible to change, making smart appearance, grooming, and hygiene choices improves chances for employment and promotion.

Apply common sense and understand expectations. As one of the youngest employees in the workforce, you must always appear professional, rather than immature or inexperienced. Co-workers, supervisors, and customers, especially the older ones, may not immediately be open or accepting of your pink hair, sparkly nails, facial piercings, large ear gauges, or three-day-old stubble.

That does not mean you cannot express yourself as an individual. Rather, make sensible choices based on your chosen profession, industry, company, and career goals. A lawyer wears a business suit during a trial. A hairstylist instills confidence in her customers by choosing a modern, trend-setting hairstyle. A nurse relates to young children by wearing cartoon-inspired hospital scrubs. In each case, the employee made appropriate decisions based on their employment circumstances.

General Grooming Tips

Consistent grooming habits and proper hygiene routines are essential. As the newness of your job fades, you may be tempted to reduce your daily preparation time. However, never skip essentials,

such as showering/bathing, applying deodorant, brushing teeth, and choosing clean, unwrinkled clothes. Do not attempt to use perfume or cologne to mask body odor or a hat to cover dirty hair.

A parent or friend has likely told you when you had food stuck between your teeth, a stain on your shirt, or were in dire need of a haircut. However, co-workers are generally more reluctant to alert you to these matters. Although they will be hesitant to confront you directly, they may make rude comments behind your back or even report you to a supervisor.

Before it goes that far, identify problem areas by having a trusted friend or relative honestly evaluate you and your choices. Seek professional help to address any underlying issues that may cause bad breath, discolored teeth, excessive perspiration, flaky dandruff, or an outdated hairstyle. Take care of all hygiene issues privately. Do not pick at teeth, clip or bite nails, or clean dirt off shoes in public.

Everyday Appearance Guidelines

Work clothes and uniforms should be modest, well-maintained, and appropriate. Clean, iron, and tailor clothing or uniforms to ensure they fit properly and appear professional. Have a spare ready in case you need it. Inspect the condition of your apparel and accessories periodically. Over time, styles change, clothes fade or discolor, shoes scuff, and belt loops fray. Your body may also change, so choose the clothing size that you are today, not the one you were last year or the one you hope to be next year.

Learn and follow any company dress codes or restrictions, particularly as outlined in the company employee handbook. Also, observe how respected authority figures and mentors dress. Use them as a guide when selecting appropriate work attire. However, be aware that even people in high positions are not always perfect role models.

Choose appropriate hairstyles, accessories, makeup, and jewelry that flatter you. Focus on quality versus quantity of items. For example, one nice leather belt is better than two worn, outdated ones. Also, less is often more. Four-inch stiletto heels, large facial piercings, and mohawks make a statement, but it is better that your work and actions tell your story. Whatever you choose to wear, always pair it with a genuine smile.

Special Occasion Suggestions

Certain work events and activities deserve special consideration. Presentations, training sessions, business trips, conferences, high-level meetings, and holiday parties are unique opportunities to meet and impress supervisors, customers, colleagues, and vendors.

To make a positive impression, evaluate the circumstances and then choose your clothing, hairstyle, makeup, and accessories accordingly. Who will be attending the event? Will it be formal or casual? Will you be touring industrial facilities or outdoor locations? What is the forecasted weather?

Select more formal professional clothing for events at which people will perceive you as an expert or authority. For example, if you are a speaker at a conference or making a sales presentation, it is better if you are slightly overdressed than significantly underdressed. Professional business attire will give you an appearance of authority as well as a feeling of self-confidence.

If you will be touring an industrial facility, inspecting an outdoor location, or walking through a convention center, wear comfortable but professional shoes. Avoid carrying large purses or bags that jostle

other people. Wear any required badges or protective safety equipment, such as hard hats or earplugs.

Team-building activities, holiday parties, office picnics, and community outreach events can be fun opportunities to show a different side of your personality. Although you will not likely wear your standard work clothing, you must understand the expectations and boundaries. Ask the organizers, human resources personnel, and previous attendees about the recommended attire. You do not want to attend a formal holiday party in jeans and a t-shirt. It is also important to realize that novelty neckties, buttons, or hats that you feel are witty or festive may offend other people or make you appear immature.

If organizers of a volunteer day, team-building activity, or company picnic request that employees wear a specific shirt or badge, do it. These events are opportunities to show you are a team player who has company pride and knows how to follow the rules.

Come prepared for manual labor if the event involves community improvement activities, such as tree planting, playground building, or house painting. Arriving in a skirt, sandals, or loafers gives the impression you are not prepared to work hard. Remember, your appearance always reflects upon you as a person and employee – good, bad, or ugly.

Workplace Appearance and Attire Checklist

Do	Don't
→ maintain consistent grooming habits and proper hygiene routines, including bathing and deodorant	✗ ignore, take shortcuts, or attempt to mask hygiene issues
→ keep grooming routines private	✗ take care of personal issues in public
→ ask a trusted friend or relative to evaluate your appearance, breath, hairstyle, body odor, etc.	✗ let issues escalate at work or assume co-workers or supervisors will alert you to problems
→ choose appropriate hairstyles and colors, and properly maintain all facial and body hair	✗ allow hair, eyebrows, or beards to become scraggly, dirty, or unruly
→ make sensible choices based on your profession, industry, company, and career goals	✗ appear immature, inexperienced, or unprofessional
→ understand and follow all dress codes, uniform requirements, and restrictions	✗ violate company dress code policies intentionally or unintentionally
→ clean, iron, and tailor all clothing and uniforms to ensure they fit properly and are in good condition	✗ wear wrinkled, dirty, or outdated clothes
→ buy the appropriate size of clothing and uniforms	✗ squeeze into tight clothing or choose overly baggy attire
→ wear required name badges and safety equipment	✗ wear earbuds, headphones, hats, or sunglasses at work unless the job specifically requires or allows them
→ inspect clothing and accessories periodically	✗ assume clothes and accessories will last forever
→ determine the appropriate attire for special or unusual work events	✗ arrive wearing an inappropriate or overly casual outfit
→ match your attire to the event's purpose and expectations	✗ look unprepared or out-of-place for the event

**Employment and Career Readiness:
Workplace Appearance and Attire Review**

Multiple Choice Questions

1. Jerome is a computer programmer. How can he avoid having food stuck between his teeth all day at work?
 - a. He should floss his teeth in the break room.
 - b. He should not eat breakfast or lunch.
 - c. He should check his teeth in the bathroom mirror.
 - d. He should hope a co-worker tells him about it.

2. Clarissa works for a tax preparation company that has a 'Casual Friday' dress policy. Which of the following should Clarissa wear to work this Friday?
 - a. Shorts, tank top, and strappy heels.
 - b. Pants and a t-shirt with another tax preparation company's logo on it.
 - c. Her unwashed clothes from Thursday.
 - d. None of the above are appropriate.

3. Annie is representing her company at a trade show. The metal clip on the required name tag will damage her expensive silk shirt. What should Annie do?
 - a. Wear the badge on a lanyard around her neck.
 - b. Throw the badge in the trash.
 - c. Place the badge inside her purse.
 - d. Ask a co-worker to wear her badge.

4. Maggie gave her sister work clothes she no longer needs. Before wearing them, her sister should do all of the following EXCEPT-
 - a. Try on the clothes to be sure they flatter her.
 - b. Roll up the cuffs of the dress pants that are too long for her.
 - c. Check that all items meet the dress code.
 - d. Ensure the clothes are clean and unwrinkled.

5. José works at a restaurant that requires its waiters to wear ties and an apron. As a busy waiter, he sometimes spills food on the apron. What should he do?
 - a. Remove his apron for the rest of his shift.
 - b. Wear the dirty apron for the rest of his shift.
 - c. Replace the dirty apron with the clean, spare apron he keeps in his work locker.
 - d. Ask his customers if the dirty apron bothers them.

True or False

1. The employee handbook is a good resource when a worker has a dress code question. _____

2. People will not notice a worker has not bathed in days if he uses enough cologne. _____

3. Once a person has a job, workplace appearance is no longer important. _____

4. It is better to be slightly overdressed than significantly undressed for a work event. _____

5. Flossing teeth in the lunch room is an ideal way for an employee to show co-workers that he or she has good oral hygiene. _____

6. Appearance is not important if the company requires the employee to wear a uniform. _____

7. Co-workers are often reluctant to talk to each other directly about hygiene problems. _____

Short Answers

1. Identify at least four essential hygiene routines an employee should not skip before going to work.

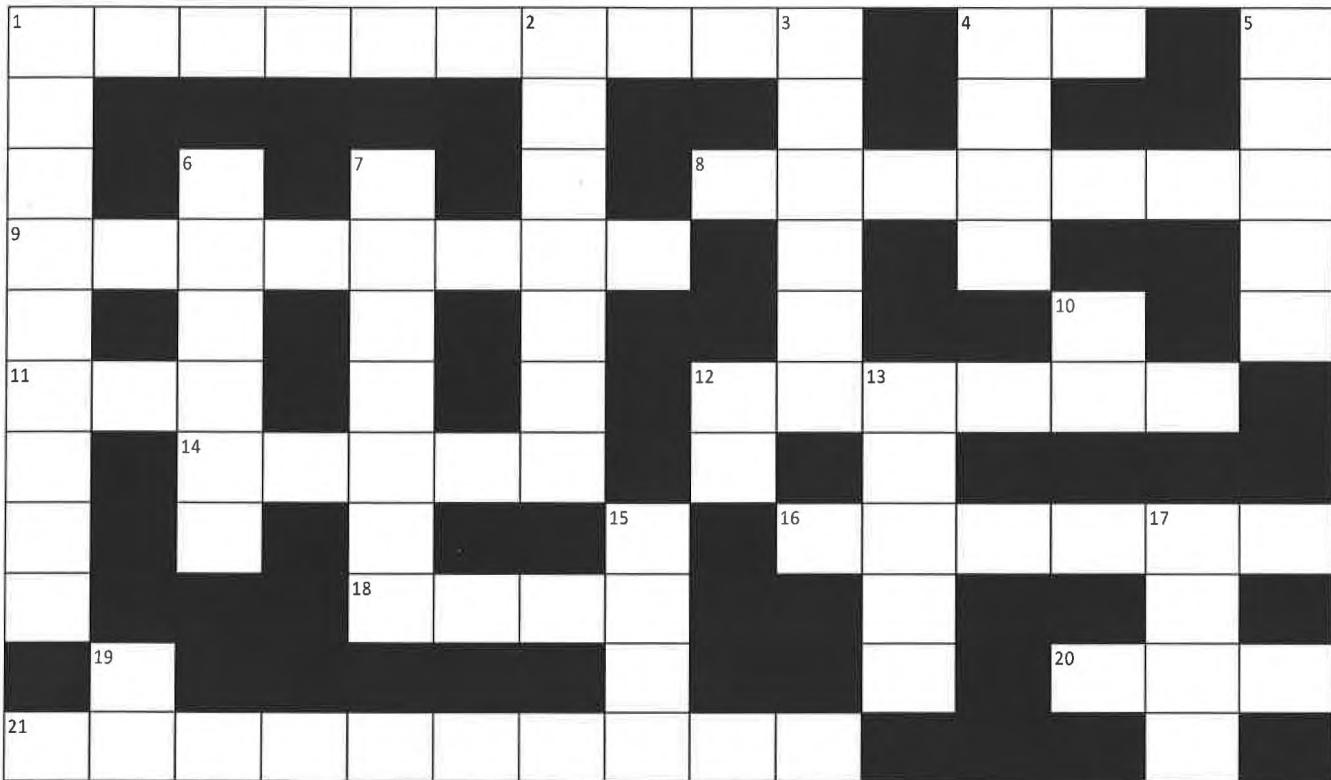
2. List at least three examples of how previously appropriate clothes or accessories may become inappropriate over time.

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**Employment and Career Readiness:
Workplace Appearance and Attire Crossword Puzzle**

**Across**

1. Smart appearance, grooming, and hygiene choices improve chances for ____ and promotion.
4. Do not use perfume or cologne ____ mask body odor.
8. Do not ____ company dress code policies.
9. Have a trusted friend or relative ____ your breath, appearance, hairstyle, body odor, and accessories.
11. Wear ____ appropriate size of clothing.
12. Brush your teeth, be careful of what you eat, and/or seek professional help if you have bad _____.
14. ____ respected authority figures and mentors as guides can help aid appearance and attire decisions.
16. ____ more formal professional clothing for special events, such as presentations and speeches.
18. Inspect the condition of ____ apparel and accessories periodically.
20. It is better if you ____ slightly overdressed than significantly underdressed at work.
21. Do not wear earbuds, ____ , hats, or sunglasses at work unless the job specifically requires or allows them.

Down

1. Consistent grooming habits and proper hygiene routines are _____.
2. A presentation, training event, conference, or high-level ____ may require a different type of attire.
3. ____ your clothes if they are not the correct size.
4. A parent or friend will likely ____ you if you have a problem with your appearance.
5. Co-workers may be reluctant to ____ you to a problem with your appearance.
6. Choose appropriate hairstyles, accessories, ____ , and jewelry that flatter you.
7. Focus on ____ versus quantity of clothing or accessories.
10. ____ is important to understand the dress code.
12. Learn about your appearance issues ____ having a trusted friend or relative evaluate your choices.
13. A formal work ____ requires dressier attire.
15. ____ wrinkled clothing or uniforms before use.
17. Take ____ of personal hygiene issues in private.
19. Work clothes and uniforms should ____ modest, well-maintained, and appropriate.

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**Employment and Career Readiness:
Workplace Appearance and Attire Brainstorming Activity**

Answer the following workplace appearance and attire questions in complete sentences.

1. In his book *Beauty Pays: Why Attractive People Are More Successful*, economist Daniel Hamermesh describes studies that estimate that good-looking employees will earn \$230,000 more over their lifetimes than their unattractive co-workers. Brainstorm possible reasons for this.

2. How will you ensure that your appearance and attire are professional and appropriate each and every day of work?

3. Explain how older co-workers, supervisors, and customers might judge the appearance of younger workers unfairly.

4. Explain how a younger worker might judge the appearance of older co-workers, supervisors, and customers unfairly.

5. How do you think the saying “dress for the job you want, not the one you have” applies to you and your career path?

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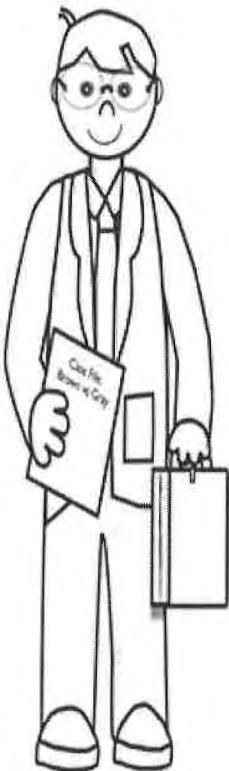
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Professional Clothes



Lenny is going to a job interview. He knows that he needs to wear professional clothes. He looks through his closet and finds a nice pair of pants, button down shirt, and a tie. He notices that the shirt is very wrinkled so he makes sure to iron it and hang it up. Lenny knows that even his shoes need to look professional so, he does not wear his Nikes. Instead, Lenny puts on his shiny dress shoes. Lenny's professional clothes will help him get a job!

Part A

(Check Each Box)

- Read the Story
- Circle the words Professional Clothes in the story
- Trace & Write the words: Professional Clothes

Professional Clothes _____

Part B

(Fill in the Blank)

1. Who is this story about? _____
2. Where is he going? _____
3. Why does he need professional clothes? _____

Professional Clothes

Part C

(Fill in the Blank)

Write one sentence that tells about the main idea of the story

Write one detail from the story

Part D

(Circle One)

1. Which of these is NOT important when going to an interview?

- a. Wearing a professional shirt
- b. Ironing your clothes
- c. Wearing expensive clothes
- d. Wearing nice looking shoes

2. Where should Lenny wear his professional clothes?

- a. The bank
- b. The grocery store
- c. An interview
- d. School

3. Which of these is NOT a professional outfit?

- a. A business dress
- b. Slacks
- c. A button down shirt
- d. Basketball shorts