



CAREER Connection

A MAN-TRA-CON CORPORATION NEWSLETTER FOR JOB SEEKERS ■ VOL. 8: ISSUE 2: SPRING 2011

OFFICE LOCATIONS

FRANKLIN COUNTY

1000 Factory Outlet Drive, Suite 111
West Frankfort, IL 62896
(618) 937-6005 (Voice)
1-800-526-0844 (TTY)*

JACKSON COUNTY

628 East Walnut Street
Carbondale, IL 62901
(618) 457-6460 (Voice)
1-800-526-0844 (TTY)*

JEFFERSON COUNTY

Rend Lake College MarketPlace
333 Potomac Blvd., Suite F
Mt. Vernon, IL 62864
(618) 241-6720 (Voice)
(618) 242-7328 (TTY)

PERRY COUNTY

120 Southtowne Shopping Center
DuQuoin, IL 62832
(618) 542-2901 (Voice)
1-800-526-0844 (TTY)*

WILLIAMSON COUNTY

Illinois Starr Centre
3000 W. DeYoung Street, Suite 800B
Marion, IL 62959
(618) 998-0970 (Voice)
(618) 998-9602 (TTY)

Offices are open
Monday through Friday,
8:30 a.m. to 4:30 p.m.

For more information call
1-800-315-3986.

*(TTY relay number)

www.ManTraCon.org

“Pleasure in the job puts perfection in the work.”

— ARISTOTLE



Dressing for the Interview by Industry

BY PETER VOGT, MONSTER SENIOR CONTRIBUTING WRITER

There's no getting around it: In every job interview, you're going to be judged — at least partially — by how you look.

But how you should look varies depending on your industry and the job you're interviewing for. Take a look at general interview attire expectations for eight career areas:

Technology

“If you're applying for a technical position, you won't need a suit,” says Carole Martin, a former Monster contributor and author of Boost Your Interview IQ. “A collared shirt and khakis or slacks would work. Same goes for women — sweater or blouse and slacks or a skirt.”

But upgrade your attire if you're interviewing for a higher-level job.

“You dress in the best clothes you have,” says David Perry, managing director for Ottawa, Canada-based high tech recruiting firm Perry-Martel International and author of Career Guide for the High-Tech Professional. “No exceptions.”

Finance

If you're interviewing for a finance job, remember that *“nothing is more precise*



and exact than managing money,” says Pamela Holland, chief operating officer for Brody Communications in Jenkintown, Pennsylvania, and coauthor of Help! Was That a Career Limiting Move? “You cannot afford to have a hair out of place. Full business professional attire is required and expected.”

(Continued on page 2)



Career Connection is sponsored by the Southern Illinois Workforce Investment Board and published quarterly by Management, Training and Consulting Corporation (d/b/a/ Man-Tra-Con Corporation) under a Workforce Investment Act grant provided by the Department of Commerce and Economic Opportunity. This publication seeks to promote workforce development efforts in Local Workforce Area 25.

Equal Opportunity Employer/Program. Auxiliary aids are available upon request to individuals with disabilities. For those who do not use traditional print this information is available electronically. For specific access information please contact (Voice) 618-542-2901, ext. 50, (TTY Relay #) 1-800-526-0844 or cindywebb@mantracon.org. Please allow two weeks advanced notice for interpreter requests.

Spotlight On...

"ON-THE-JOB TRAINING" FROM MAN-TRA-CON

Looking for a Job?

Man-Tra-Con can help you earn a paycheck while learning new skills!

Have you been out of work for a while? Learn new skills and get paid during the training period with *On-the-Job Training (OJT)* from Man-Tra-Con. The typical classroom learning experience may not be right for you. *On-the-Job Training* can provide you with an opportunity to learn new skills while you are employed. In addition, OJT can make you more marketable to a potential employer by paying a portion of your wages while you are being trained "on-the-job." (Continued on page 4)



RESOURCE FOR JOB SEEKERS

Refresh your math and work-readiness skills with...

Win Curriculum

You've updated your resume, polished your interviewing skills, and purchased an interview outfit — but what about your math skills? Many companies require candidates to take basic math and work-readiness tests during the screening process. Are you ready? Find out with *Win Curriculum* software — available on all resource room computers.

Win Curriculum interactive software is designed to help you build the skills you need to get a competitive advantage in today's job marketplace. Topics include:

- Reading for Information
- Applied Math
- Locating Information
- Listening
- Observation
- Applied Technology
- Writing
- Business Writing
- Work Habits
- Teamwork

For more information on *Win Curriculum*, visit your local Man-Tra-Con office. Our resource room staff is available to help you access the software. ♦

Start polishing your skills today!

Dressing for the Interview by Industry

(Continued from page 1)

Government

At a government interview, "don't be flashy," Holland says. "This is a time to show you're responsible, trustworthy and honest."

But a bit of color is OK, whether you're a man or a woman, says Kathryn Troutman, author of *Ten Steps to a Federal Job*.

"Be conservative with jewelry, makeup and hairstyles," she says. She advises being conservative overall, but adds "the days of all white shirts for men in government need to end."

Human Resources

For an HR interview, "you must look professional and authoritative," Martin says. "You'll need the look that you could handle any crisis and be dependable."

Sales

Typically, a suit is the uniform for a sales interview. After all, stresses Martin, "who would want to buy from a guy in a T-shirt and jeans?"

But you might be able to go with bolder designs and colors, Holland says. "The product or service you're representing will determine how classic versus trendy/fashionable you should be," she explains.

Automotive

"Here's an exception where a potential employer will understand if you have a little dirt or grease under your nails," says Holland of interviewing for an auto repair job. "You still want to look as neat as possible, but a suit is probably not necessary."

That is, unless you're interviewing at a high-end dealership, says Heidi Nelson, a personnel counselor for Car People Oregon, a Portland, Oregon, automotive staffing service for new-car dealerships. In that case, Nelson says, "I would dress up a bit more." (Continued on page 5)

Recruiter Roundtable: Interview Fashion and Grooming Tips

FROM YAHOO! HOTJOBS

The Recruiter Roundtable is a monthly Yahoo! HotJobs feature that collects career and job-seeking advice from a group of recruiting experts throughout the US.

The question we put before our panel this month is, “What is the one piece of fashion and/or grooming advice you wish more candidates would heed before going on an interview?”

Get the Details Right

The night before the interview, lay out your wardrobe to make sure everything fits, is free of wrinkles and is current with today’s styles. Also take the time to polish your shoes. While this may sound minor, showing up with scuffed shoes may signal to the employer you lack attention to detail. Finally, remember that the interview is not your time to make a fashion statement, so avoid tight clothing, limit your jewelry and go easy on fragrances. The interview is your opportunity to show hiring managers how talented you are, and maintaining proper appearance will ensure they focus on your abilities rather than your attire.

— **DeLynn Senna**, executive director of North American permanent placement services, Robert Half International

Accessorize with Mints

I wish more candidates would take a strong breath mint before their interviews. It may sound silly, but you would be surprised how distracting bad breath can be during an interview! Gum also works, but remember to discard your gum BEFORE the interview.

— **Bob Hancock**, independent staffing consultant

What Are You Revealing?

Look in the mirror: If too much is showing, don’t wear it. While low-cut blouses or shirts are in fashion, most are inappropriate for the workplace, including the initial interview. The interviewer could possibly be distracted by the inappropriateness of the candidate’s attire, and therefore not focused 100 percent on the interview. This is unfortunate for both parties; the candidate may not be getting the positive reaction to answers they want, and the interviewer may be less apt to probe for the information they need to make a solid hiring decision.

— **Joelle Thies**, staffing specialist recruiter, Wells Fargo (Continued on page 4)

TIPS FOR JOB SEEKERS



10 Interview Fashion Blunders

BY MARGARET STEEN,
FOR YAHOO! HOTJOBS

Any article about what to wear to an interview might well begin with a qualifying statement covering the extremes in various states (New York and California, for example) and industries (technology, manufacturing), which are possible exceptions to the normal rules of fashion. But it might surprise you to learn that those extremes have, over the last couple of years, begun to move closer to the middle ground.

Nowadays, if you were to ask 100 people their opinion about what to wear to an interview, the majority would answer, “Dress on the conservative side.” With that in mind, here are some suggestions on how to avoid fashion blunders.

Anna Soo Wildermuth, an image consultant and past president of the Association of Image Consultants International, says, “Clothes should be a part of who you are and should not be noticed.” She cites 10 dressing faux pas to avoid when interview time comes around:

(Continued on page 4)

TIPS FOR JOB SEEKERS

10 Interview Fashion Blunders

(Continued from page 3)

- **Wild Nail Polish:** This tip is for women or men. Extremely long or uncut nails are a real turnoff, too. Your nails should be groomed and neat.
- **Jangly Jewelry:** Don't wear more than two rings per hand or one earring per ear. And no face jewelry or ankle bracelets allowed.
- **Open-Toed or Backless Shoes:** And mules are a definite no-no. Out-of-date shoes should be thrown out or kept for other occasions.
- **Bare Legs:** Wear stockings, even in humid summer weather. Stockings can be in neutral colors or a fashion color to match your shoes.
- **Out-of-Date Suits:** These have lapels that are too wide (three inches or more) or too narrow (one inch or less). A good tailor can alter lapels. The style for men's jackets is full-body and looser rather than fitted or tight.
- **Short Skirts:** Hemlines should not be more than three inches above the knee. Don't wear capri pants or leggings to the interview.
- **Leather Jackets for Men or Women:** Even leather blazers are not good for interviewing purposes. They look like outerwear.
- **Turtlenecks for Men:** A tie is preferable, at least in the first go-round. At the very least, wear a collared shirt.

(Continued on page 5)

Spotlight on...

On-the-Job Training from Man-Tra-Con

(Continued from page 2)

About OJT

On-the-Job Training (OJT) was designed to develop skilled workers for businesses in southern Illinois and is available through funding provided by the Workforce Investment Act. All OJT employment opportunities are full-time, permanent positions. ♦

Interested?

Visit a career specialist at the Man-Tra-Con office nearest you, or call 1-800-315-3986, ext. 286

(Funding and eligibility requirements apply)

Recruiter Roundtable: Interview Fashion and Grooming Tips

(Continued from page 3)

The Smell of Success Is Scent-Free

If your perfume or cologne enters the room before you do, chances are your scent may be interfering with your chances of landing the job. You'll see subtle signs from the interviewer — he'll lean away from you, she'll wrinkle her nose or open a window. If someone on the interview team has allergies or asthma, and if you're meeting with them in a small room, your strong scent will be just the excuse they need to leave the room quickly, without them getting a chance to hear the details about the brilliant marketing campaign you developed at your last company. The focus during the interview — and afterward when the interview team gets together to discuss your interview — should be on your accomplishments, abilities and why you're the right person for the job. So keep it scent-free.

— Cheryl Ferguson, recruiter, *The Recruiter's Studio*



Source: Copyright 2011 – hotjobs.yahoo.com. All Rights Reserved.

This article first appeared on Yahoo! HotJobs. For more career-related articles visit <http://hotjobs.yahoo.com/career-articles>.

Dressing for the Interview by Industry

(Continued from page 2)

Hospitality

Image is particularly critical in the hospitality industry, says Martin. A suit is appropriate for some positions but not always a must. However, you always need to make a great first impression.

"You're representing the company, and you may be the first person seen," she says.

Trades

John Coffey worked as a factory production manager for years before becoming a career coach. His take on appropriate attire for an interview in the trades: business casual.

"For men, this might be a nice pair of Dockers and a buttoned shirt, along with well-kept and polished shoes," says Coffey, career success officer for Winning Careers in Woodbury, Minnesota. "The same goes for women — nice slacks and a professional business top. I think a suit or sports jacket for this type of work is overkill."

Of course, one industry's excess is another industry's underdressed. So don't be afraid to ask, because no matter what, *"your packaging counts,"* says Holland.

That packaging includes the little things. *"The details matter,"* says Mary Lou Andre, president of Needham, Massachusetts-based Organization by Design and author of Ready to Wear: An Expert's Guide to Choosing and Using Your Wardrobe. For example, shoes *"should be in excellent condition, as should totes and outerwear."*

"You really never do get a second chance to make a good first impression," Andre stresses. *"By investing some time and money in creating a suitable interview wardrobe, you will invite others to easily invest back in you."* ♦

Source: Copyright 2011 — hotjobs.yahoo.com. All Rights Reserved. This article first appeared on Yahoo! HotJobs. For more career-related articles visit <http://hotjobs.yahoo.com/career-articles>.

10 Interview Fashion Blunders

(Continued from page 4)

- **Printed or Trendy Handbags:** Purses should be conservative and inconspicuous.
- **Red Briefcases:** Briefcases, purses and shoes should all be conservative in color and in good condition.
- **Conservative colors in various shades of blue and gray are best.** Wearing black to the interview could be viewed as too serious. If you do wear black, make sure another color is near your face to soften the look. Brown is still considered questionable as a business color and probably should be avoided. Change your outfit's look for a second interview by wearing a different color blouse, shirt, scarf or tie.

An interview is not the place to make a fashion statement, though those in the arts/design field and the very famous can be more adventurous. Everyone else should opt for a conservative look. *"More and more companies are returning to traditional professional dress,"* Wildermuth says.

Whatever you wear should accent the fact that you're a professional who's ready to get to work at a new job. Let common sense guide you, and it should be easy to avoid fashion blunders that could damage your chances of getting to the next step in the process. In this market, it is essential that you look good and your appearance is right for the job. ♦



Source: Copyright 2011 — hotjobs.yahoo.com. All Rights Reserved. This article first appeared on Yahoo! HotJobs. For more career-related articles visit <http://hotjobs.yahoo.com/career-articles>.

Employment Connections

FROM MAN-TRA-CON CORPORATION

Man-Tra-Con Corporation works with local employers to find qualified candidates for various positions.

Job boards in our resource rooms are updated daily at all Man-Tra-Con office locations. You may also visit our Web site at <http://www.mantracon.org/jobs.htm> for the most current list of available positions.



ADDRESS SERVICE REQUESTED

INSIDE:

- ◆ Dressing for the Interview by Industry
- ◆ Spotlight On...
On-the-Job Training from Man-Tra-Con
- ◆ Tips for Job Seekers:
10 Interview Fashion Blunders
- ◆ Resource of the Month:
WIN CURRICULUM

Important events are happening all the time – Call your career specialist or visit the Man-Tra-Con office nearest you to speak with a Man-Tra-Con representative!

What's Up...

THIS SPRING AND MORE!

Illinois workNet: From Job Search to Employment!

Turn your overwhelming job search into a "one-stop" shopping success... and learn what it takes to get the job you want with these three-hour "no-cost" workshops:

Illinois workNet Overview — provides an in-depth look at the tools within workNet to assist job seekers with their job search.



Resume Creation Utilizing Illinois workNet — provides the job seeker with tools needed to learn how to utilize the resume builder to create a resume of their choice. Chronological, Functional, Combination and Text resumes are all discussed. Sample resumes are provided.

Workshops are offered from 9:00 a.m. to 12:00 p.m. at the following locations:

- ◆ Man-Tra-Con Office in Carbondale
- ◆ Man-Tra-Con Office in DuQuoin
- ◆ One-Stop Business & Employment Center in Marion
- ◆ One-Stop Business & Employment Center in Mt. Vernon

Workshop dates are subject to change. Please contact your Man-Tra-Con career specialist or Cindy Webb at 618-542-2901, extension 50, or via email at cindywebb@mantracon.org to confirm exact workshop dates for each location, or to register. ◆

Don't miss out
on local events and
opportunities!

Join our new
Facebook page
and get daily updates
on local employment
opportunities,
upcoming job fairs,
"no-cost" workshops
and more!



Find us on
Facebook today!