

Professional Dress and Presentation Guide

Prepare a comfortable and appropriate interview appearance

Choose clothing and grooming that suit the role, setting, and interview instructions. Aim for a neat, practical appearance that allows you to focus on the conversation. There is no single outfit for every employer, institution or candidate.

Choose for the setting

- Check the invitation for dress instructions. If unclear, ask the organiser what level of formality is expected.
- For a formal office interview, consider a suit, tailored separates, a smart dress or another equivalent professional outfit.
- For a less formal workplace, neat trousers or a skirt with a smart shirt, blouse or appropriate top may suit the setting.
- For a site visit, confirm any footwear or safety requirements. Practical and safety instructions take priority.
- National dress, modest dress and religious clothing can be part of a professional presentation. Choose an appropriate, well-maintained outfit that respects your preferences.

Check the details

- Clothes are clean, pressed where needed, in good repair and comfortable when sitting.
- Shoes are clean, polished, and suitable for the location and walking involved.
- Accessories (jewelry, hats, scarves, etc.) do not interfere with communication or distract you. Keep fragrance light or omit it.
- Hair and grooming are neat in a way that suits you. Err on the side of being conservative. You do not need a costly outfit or a change to your identity.
- For video interviews, check the outfit, lighting and camera framing together.

Avoid last-minute decisions

Try the full outfit beforehand, including shoes. Prepare it the evening before and have a practical alternative available. Check weather, travel and venue requirements.

Present yourself with attention and respect

Greeting and conversation

Greet the interviewer clearly and use their name if you know it. Follow their lead on handshakes and respect personal and cultural preferences. Sit comfortably and listen to the complete question before answering.

Use natural eye contact where comfortable and appropriate. Posture, gestures and expressions vary across people and cultures; a single gesture does not establish honesty or interest. Clear answers, thoughtful listening and courteous behaviour matter throughout the conversation.

Your final presentation check

- ☐ I have checked the setting and any dress or safety instructions.
- ☐ My clothing is neat, comfortable and suitable for the interview.
- ☐ I have tested how I look and sound on camera if interviewing online.
- ☐ My bag and documents are organised so I can find what I need.
- ☐ My phone is silenced, and I can give the conversation my attention.

Plan your outfit

Interview setting and expected formality

My chosen outfit and footwear

Any practical or access requirements

What I will prepare the evening before

If you need an adjustment related to access, comfort or communication, consider discussing it with the organiser in advance. Professional presentation should support your participation, not create unnecessary discomfort.

Examples and practise questions are illustrative; follow the instructions and criteria of the relevant organisation.