



## Dress for Job Success Guidelines

In order to better serve and help prepare you to be successful in your job search, WorkSource has adopted **Business Casual Dress Guidelines** for when you visit our center for services or request a job referral. Our staff is here to assist you with understanding these guidelines and give you information regarding community resources where you can obtain free or low cost clothing appropriate for the workplace. We can also provide you with information regarding attire that is suitable for job interviews based on occupation and or industry. **Remember; you never get a second chance to make a good first impression!**

**Business Casual** is crisp, neat, and is appropriate even for a chance meeting with an employer. **Business Casual** is classic rather than trendy. You may want to avoid wearing perfume or cologne, as many people are sensitive to smells. **Business Casual** clothing does not mean you need to spend a lot of money on your clothing. You can invest in a few quality pieces that can be mixed/matched that will look appropriate for a business casual environment or occasion during your first week or so on the job.

### Business Casual Basics:

- Khaki or dark pants, slacks or Dockers
- Long or short-sleeved, buttoned, solid or print shirts or blouses
- Sweaters or Polo/golf shirts
- Skirts or dresses for women with or without a jacket
- Nice jeans

### Not appropriate for WorkSource or the Workplace:

- Shorts, cutoffs, skirts or dresses more than six (6) inches above the knee
- See through clothing, exposed midriff or lower back, low cut, strapless or revealing tops
- Spandex, pajamas or athletic wear
- Jeans with holes, tears, or bleach stains
- Stiletto shoes (4 inch heel or taller), flip flops, or house slippers
- Gang-related attire such as oversized clothing or low-hanging pants
- Tight or baggy clothing
- Headwear

Everything should be clean, well pressed, and not show wear and tear. Before your job interview, carefully inspect new clothes for tags, and all clothes for dangling threads, loose buttons, broken zippers, etc. Dressing appropriately for a job interview is a must in this competitive job market. **Most employers would rather see an applicant overdressed versus underdressed!**

**\*\*\*Please contact any WorkSource staff member for assistance\*\*\***



# The right clothes for the job are here!

\$\$ Some cost \$\$\$. Some do not. Do you need clothes for finding a job?

## Value Village- Has 2 locations. Hours are the same

Mon-Sat 9-9 Sun 10-7

13112 E. Sprague Ave.

(509)-921-7889

708 W. Boone Ave.

(509)-325-2569

## Goodwill- Has 3 retail locations. Hours are all the same.

Mon-Sat. 9-8 Sun 10-7

202 E. 3<sup>rd</sup> Ave.

(509)-444-2396

13721 E. Sprague Ave.

(509)-928-4032

9832 N Nevada St.

(509)-466-2012

## Salvation Army Thrift Store

Mon-Fri. 9-6 Sat 9-5 Sun closed

2020 N. Division St.

(509)-325-6805

## Union Gospel Mission Thrift Store- Has 2 locations. Hours are the same..

Mon-Fri 9-7 Sat 9:30-6 Sun closed

301 W. Boone

(509)-326-3316

11921 E. Sprague Ave.

(509)-927-5905

## N.W. Christian Thrift

Mon-Sat. 10-4 Sun 12-5

6607 N. Maple St.

(509)-327-3101

-----the ones below are free to use-----the ones below are free to use-----

## Volunteers of America at Hope House-for women 18+ only please

Open 1-4 call first

111 W. 3<sup>rd</sup> Ave.

(509)-455-2886

## Our Sisters Closet-for women, income guidelines, by appointment only, NO CHILDREN PLEASE

Mon-Thur. 8:30-5

930 N. Monroe St.

(509)-789-9280

## Union Gospel Mission- has 2 retail locations, and offers different assistance to help the community

Mon/Wed & Fri. 1-2 & Thur. 9-10

1224 E Trent

(509)-535-8510