

MONTRÉAL



Boutique Jacques

International

MEN'S FASHION FROM A TO ZEGNA

Clothing Guide for Successful Interviews

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created by Boutique Jacques International

Boutique Jacques International

5970 ch. de la Côte-des-Neiges

Suite 300

Montréal, Québec, H3S 1Z5

1.877.393.2789

www.BoutiqueJacques.com



[facebook.com/Boutique.Jacques.International](https://www.facebook.com/Boutique.Jacques.International)



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About the Authors

This guidebook has been written by the expert staff at Boutique Jacques International.

Serving business professionals for over 50 years, Boutique Jacques has become a valuable source of expertise in men's professional attire. Boutique Jacques offers a wide array of top-quality suits, shirts, jackets & accessories at competitive prices. Boutique Jacques is an indispensable tool for the well dressed man.

INTRODUCTION

They say your smile is what the interviewer sees first.

Your clothes are a close second.

From the moment you meet your interviewer, your appearance and body language are sending cues about the kind of worker you will be. Are you professional? Do you have good communications skills? Will you fit in well with the culture of the workplace?

The interviewer has limited time to make his evaluation and must rely on the information available. Dress appropriately. Don't leave the impression that you are indifferent to the position offered.

Though these impressions may be far from accurate, you will be fighting an uphill battle to prove otherwise. First impressions influence the way the interviewer perceives all subsequent information about a person.

This guidebook will help you make the best impression possible.



RULE 1: RESEARCH AHEAD

Choosing the right interview attire is not alchemy. It's a matter of knowing the corporate culture and the position's demands.

Check out the website

Many corporate websites and social media pages will show images of employees in their work routines. Use this as a clue. Review the career section for comments on interview etiquette.



Go to the source

Visit ahead of time to observe the workers in context. If dress is casual, be sure that it's not a dress down day such as "Casual Friday". Call HR to determine what is expected. Many companies expect professional attire for interviews even though the office dress code is quite casual. When in doubt, dress more professionally.



Consider the type of position

Creative positions such as advertising and design may allow for a more liberal look. Positions involving high-level consultations, or meetings with important clients may require a classic, professional look. If you are unsure of what standards to apply, consult HR or a reliable individual familiar with the corporate culture.





RULE 2:

ERR TOWARDS FORMALITY

It is harder to overcome being underdressed than being overdressed.

Dress like a professional and you will feel like a professional.

If you feel overdressed

- Don't Panic: You're sending a strong message about taking the position seriously
- Politely tell the interviewer that the casual dress code gives the office a warm familiar atmosphere that appeals to you
- If you can, discretely remove your jacket and drape it over your chair

If You feel underdressed

- Maintain a professional demeanor, to compensate for informal attire
 - Maintain an erect posture
 - Speak formally (avoiding colloquialisms and words such as "like" and "you know")
- Mention that you were misinformed about the dress code and you look forward to dressing more professionally

Never too late...

"A job applicant came in to interview for a sales position at Boutique Jacques. He was a mess. Wild, curly hair down to his shoulders... unshaven... wearing a t-shirt and jeans. He took one look around, saw my suit and the formal atmosphere of the boutique, got up and asked if he could return in an hour'. Sure enough, he came back an hour later with a shave, a haircut and appropriate clothing He got the job."





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THE LOOK

Business Attire

“Business attire” is a full suit with a dress shirt and tie. It differs from the type of outfit you might wear to a wedding or evening event. It is conservative, designed to be sharp but not too flashy, and elegant but not overly formal. ***The idea is to showcase the individual, not the clothing.***



Smart Casual

“Smart casual” is a more relaxed, yet professional look, which includes pressed pants, a collared shirt, and clean, matching accessories. Consider a sport coat for a touch of class. Avoid jeans, sneakers and T-shirts. You should never dress completely casually for an interview.



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THE LOOK: JACKETS & PANTS

Business Attire

The Suit

- Solid navy or grey are best, you can consider a subtle stripe
- Stripes that are more prominent are appropriate only for higher level executive positions
- Avoid bold and flashy patterns
- Black suits are more formal and are intended for after 5. Should you choose to wear black, soften the look with a blue shirt and a less formal tie

Jacket

- The most appropriate style is a 2-button jacket with either side or center vents
- Double breasted suits, depending on the cut are either old fashioned or ultra high fashion, in either case not for interviews
- Single breasted, 3 button suits are acceptable but somewhat out of date
- Avoid overly slim fits

Pant

- Flat front pants are the way to go
- Pleats may be more comfortable but are out of date
- Pants should be comfortable and not overly snug

Smart Casual

Sport Coat or Blazer

- Creates a more professional look
- Wool is best, cotton and especially linen wrinkle easily and make people wonder where you slept last night
- Most appropriate style is a 2 button jacket with side or center vents

Pants

- A crisp crease on a well pressed flat front pant is the basic look
- Wool and microfiber fabrics hold their shape best whereas cotton and linen will potentially give you a rumpled unprofessional look
- Do not wear jeans or cargo pants, not even the \$300 designer versions
- Darker colours are dressier whereas lighter colours are more casual



BUSINESS ATTIRE: CHOOSING THE RIGHT SUIT

The suit is the anchor of a professional man's wardrobe.

A great interview suit is crisp and tasteful, is never flashy and does not make its own statement but showcases the individual. A suit is memorable to the interviewer when it is inappropriate; wrinkled, stained, too flashy, poorly fitted or coordinated. A professional look will help you give a great first impression from which your skills and personality can build. You have only one opportunity to make that great first impression.

CHOOSING THE RIGHT SUIT FABRIC

Wool

A quality wool is the most appropriate fabric for your interview. Wool is resilient, crease resistant, drapes well and is relatively long lasting. Wool breathes well, is comfortable in a wider range of temperatures and has an elegance that cannot be duplicated.

Other Fabrics

Fabrics such as silks, linen and rayon have their place in less formal environments where making a fashion statement is more appropriate.

Polyester in some weaves can be presentable but may not have the same comfort level or durability as wool. Polyester also has a tendency to pill.

A quality microfiber which is a fine woven form of polyester or a polyester blend, can be woven to breath reasonably well but will not have the elegance of wool.



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CHOOSING THE RIGHT JACKET

Jacket Length

- The jacket should just cover the crotch and seat of the pants plus or minus 1"
- Avoid the urge to look like a "Fashionista". Your jacket should not be too short or too tight unless you are looking for a job as a runway model

Collar

- Should fit snugly against back of the neck. Allow 1/4 - 1/2" of shirt collar to show
- Jacket should lie flat against back below the collar

Sleeve Length

- Sleeves should come to the base of the palm when arms are at your sides
- Shirt cuffs should show 1/4-1/2"

Note: It is very common for arms to be different lengths. Sleeves should be tailored to fit each arm.



CHOOSING THE RIGHT PANT

Suit Pants

- Should sit comfortably on your hips or just above.
- Pockets should not gape
- The width of the pant leg should not go beyond the middle of your shoe
- Pant length should reach the heel in back or up to 1/2" shorter. Allow for a small break in the front.
- Flat front pants should be finished with plain bottoms





THE LOOK: SHIRTS AND TIES

Business Attire

Dress Shirt

- Shades of light to mid blue are most effective. If you choose another colour, pastels are the safest
- Solid colours are easiest to coordinate. Consider subtle stripes or checks
- White shirts create a more formal look
- Collars and cuffs should be crisp

Tie: Keep it Simple

- Patterns in your shirt, tie and suit will fight each other unless they are different designs and sizes
- Keep patterns simple and not ornate



Smart Casual

Casual Shirts

- Long-sleeved are more business oriented
- Button-down is fine without a tie
- Cotton or cotton-blend
- Solid pastels or small subtle patterns
- Crisp, clean and well pressed is a must
- Avoid T-Shirts and dark colours such as black

Sweaters

- Sweater alone or under a sport coat is a cool "preppy" look but may be too casual
- Never ever wear a sweatshirt or hoodie



*Need help getting the right tie knots?
Go to: www.boutiquejacques.com/TieKnots.php*





THE LOOK: SHOES, SOCKS, BELTS

Business Attire

Shoes

- Clean, polished and black
- Brown is fashionable, but a little risky for an interview

Belt

- Same colour as shoes
- Avoid overly large or flashy buckles

Socks

- Wear solid colours or a small muted design
- Same shade as pant or a little darker



Casual Attire

Shoes

- Clean, polished leather
- Avoid sneakers
- Black or brown are safe choices

Belt

- Same colour as shoes
- Avoid overly large or flashy buckles

Socks

- Same shade as pant or slightly darker
- Solid colour or subtle pattern
- Avoid heavy looking athletic shoes





THE LOOK: ACCESSORIES

Complete the professional look

- Bring a conservative briefcase or leather binder for reference letters, resume, etc...
- Briefcase should be able to stand on its own beside your chair. You don't want it in your lap during an interview or flipping on its side on the floor
- High quality pen: Simple, without advertising and not overly ornate

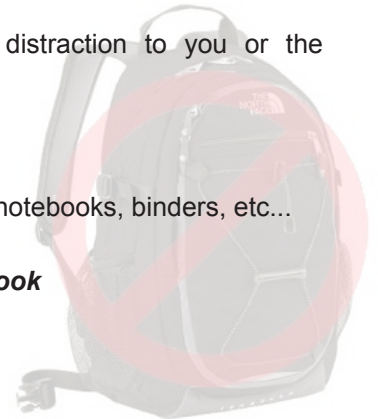
Watch

- Wear a watch and be punctual
- Your watch should look professional and not be a distraction to you or the interviewer

Avoid accessories associated with students

- Backpacks, anything overly colourful or ornate including notebooks, binders, etc...

Accessories should complement your professional look



FINAL NOTES

Attention to detail is critical

1. Clean and polished dress shoes
2. Suit, shirt, and tie clean and pressed
3. Well-groomed hair
4. Clean and trimmed fingernails
5. Avoid cologne or perfume (some people are allergic)
6. Avoid flashy jewelry. Keep it simple.
7. Well brushed teeth, fresh breath and don't forget the deodorant (without fragrance)
8. Just before the interview, give yourself a quick inspection in the restroom.
9. Be there on time and **GOOD LUCK!!!!**





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FOR OUR FRIENDS AT HEC, CONCORDIA & MCGILL

Boutique Jacques wants you to be prepared.

A quality suit is an investment in your professional image, and the development of your career. **When you dress like a professional, you feel like a professional and the difference shows.**

Simply come into Boutique Jacques pick any suit and mention this etiquette booklet and you will receive \$100 off your purchase. it's that simple!

Select from a wide variety of quality designers including:

Calvin Klein, Ralph Lauren, Sean John, Manzoni, Delahaye, Zegna and more!