

Projecting Professionalism

Lets Take a Survey!

Pretend you're at an interview. Check () the boxes before each item that applies to you.		
Do you have poor hygien	e? (bad	Do you have poor posture?
breath, unwashed/ungroc	omed hair)	Are you wearing inappropriate clothing?
☐ Is your clothing too tight	or baggy?	(jeans, leggings, inappropriate footwear)
☐ Is your cellphone still on?		Are you wearing too much make-up or
Are your body piercings a	and tattoos	cologne/perfume?
visible and/or inappropria	te for	Do you have inappropriate posts on
this employer?		social media?
Lets Work on it Now		
Number of Boxes Checked:		
0-1: You are right on track! However, you could benefit from a few pointers from our ETR staff.		
2-3: Good Start! A little bit of conscious effort and you should be just fine. ETR staff can offer a few ideas to help you!		
4+: There is a lot of work to be done here! Call us at (661) 325-4473 and we will help you get on the right track!		
People are NOT hired for many reasons. For most, being unprepared and unprofessional are some factors.		
Here are some tips you can use to help prepare you and make you appear like a professional!		
✓ Smile & offer a firm ha	ndshake	✓ Focus on your strengths
✓ Look interviewer in the	eyes	▼ Show interest
Avoid unnecessary laug	shing	✓ Be prepared
✓ Listen attentively		☑ Don't discuss salary until the job is offered
☑ Display a professional a	ttitude	✓ Provide contact information

Remember to be yourself... Honesty goes a long way! Good Luck!

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