



# Projecting Professionalism

## Lets Take a Survey!

Pretend you're at an interview. Check (✓) the boxes before each item that applies to you.

- |  |  |
|--|--|
| <input type="checkbox"/> Do you have poor hygiene? (bad breath, unwashed/ungroomed hair)                     | <input type="checkbox"/> Do you have poor posture?   |
| <input type="checkbox"/> Is your clothing too tight or baggy?  | <input type="checkbox"/> Are you wearing inappropriate clothing? (jeans, leggings, inappropriate footwear) |
| <input type="checkbox"/> Is your cellphone still on?   | <input type="checkbox"/> Are you wearing too much make-up or cologne/perfume?                              |
| <input type="checkbox"/> Are your body piercings and tattoos visible and/or inappropriate for this employer? | <input type="checkbox"/> Do you have inappropriate posts on 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 EPIC staff.
- 2 - 3: Good Start! A little bit of conscious effort and you should be just fine. EPIC staff can offer a few ideas to help you!
- 4+: There is a lot of work to be done here! **Call EPIC at 661.336.6460** and they 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!**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Smile & offer a firm handshake  | <input checked="" type="checkbox"/> Focus on your strengths                       |
| <input checked="" type="checkbox"/> Look interviewer in the eyes    | <input checked="" type="checkbox"/> Show interest                                 |
| <input checked="" type="checkbox"/> Avoid unnecessary laughing      | <input checked="" type="checkbox"/> Be prepared                                   |
| <input checked="" type="checkbox"/> Listen attentively              | <input checked="" type="checkbox"/> Don't discuss salary until the job is offered |
| <input checked="" type="checkbox"/> Display a professional attitude | <input checked="" type="checkbox"/> Provide contact information                   |

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



2211 H Street Bakersfield, CA 93301 | [EmployersTrainingResource.com](http://EmployersTrainingResource.com)

Employers' Training Resource received \$5,627,541 in WIOA Youth funds for PY 2023-24 from the Department of Labor. \$2,043,895 of these funds were used to provide training and employment services to assist out-of-school youth.