



PROFESSIONAL APPEARANCE AND INTERVIEWING TIPS

PROFESSIONAL APPEARANCE

Appearance is a reflection of personal pride and interest in one's work. It is important to project a neat, clean and professional image to our patients, visitors, co-workers, and supervisors. Please adhere to the following dress code while at Kaiser Permanente.

Men

- Black, navy, or tan slacks
- Black, navy or tan khakis
- Button down, or polo shirts
- Dress shirts
- Collared shirts
- Sweaters
- Closed-toed shoes: loafers, wing tips, leather or suede shoes / dress shoes

Women

- Black, navy, or tan slacks
- Black, navy or tan khakis
- Casual dresses, no shorter than three inches above the knee
- Mid-length skirts, no shorter than three inches above the knee
- Button down, or polo shirts
- Dress shirts, knit shirts, or sweater
- Closed-toed shoes, with back: heels, short heels, leather or suede boots, or other clean leather or suede shoes / dress shoes

While at Kaiser Permanente, you may see employees whose attire does not adhere to the above dress code standards due to individual departmental guidelines and requirements. The KP LAUNCH Program requires that you follow the above dress code guidelines and standards. If you think you may have problems following this dress code for any reason please contact your Kaiser Permanente on-site coordinator for guidance.

INAPPROPRIATE ATTIRE

Please do not wear:

- Clothing that shows midriff, back, or cleavage
- Clothing that is excessively loose, tight, wrinkled or in need of repair
- Jeans, shorts, sweat pants or spandex (of any color or type)
- Hats
- Open toed shoes, sandals, thongs, flip-flops, clogs, athletic shoes, etc.
- T-shirts, sweat shirts, tank tops or spaghetti straps
- Piercings worn in the face or mouth (tongue / nose / eye brow / lip rings, etc.)
- Hair dyed or colored an unnatural color (blue, green, pink, purple, etc.)

QUICK INTERVIEWING TIPS

- **Be prompt.** Arrive at least 15 minutes early to allow yourself time to calmly prepare for your interview.
- **Dress appropriately.** Dress appropriately in professional attire as a requirement of the program.
- **Convey a positive attitude.** Highlight your interest and enthusiasm to participate in this program.
- **Practice good posture.** Project your confidence and show your attentiveness.
- **Maintain good eye contact.** Good eye contact will project a high interest and strong self-confidence.
- **Good hygiene.** Wear clean, presentable clothing, and maintain a neat hairstyle and groomed facial hair.
- **Prepare and ask questions.** Think about what you want to gain from this internship experience, and be ready to ask the interviewer about you want to learn and the environment you'll be in.
- **Tailor your responses to the company's needs.** Research information about Kaiser Permanente and KP LAUNCH, and emphasize what you can bring if you're selected to participate in the program.
- **Have a conversation.** In this professional interview, take the opportunity to speak about yourself and your interest in the program openly while learning more about the program and Kaiser Permanente. Ask questions if you need further clarification, and remember to take pauses and deep breaths.
- **Maintain professional behavior.** No smoking, no gum chewing, no coffee drinking during interview.

Before leaving home, check to be sure you have:

- Portfolio, notebook or pad of paper and pen to take notes
- Directions and the name and telephone number of the interviewer
- Money for public transportation, parking meter, or phone