

# Appearance and Grooming



# Gentlemen



# Dress for success:

## Interview attire

The focus is to look clean cut and professional by sticking to a classic look. Wear Interview Attire to any meeting or event where first impressions are extremely important.

- Black, navy, and dark grey suits with little or no pattern
- Long sleeved white colored shirts (or subdued colors may be appropriate, but white is preferred)
- Simple ties with minimal patterns and tame colors



**Example:  
Interview attire**

This look makes the right first impression!

# SHIRTS : As a rule, the simpler the better



**It is important to button up your shirt till the collar button**

# SHIRTS: What not to wear

## THICK STRIPES



## CHECKS.





# THE COLLAR CHART



SPREAD



CLASSIC



BUTTON DOWN



CLUB



MANDARIN



PINNED



WING TIP

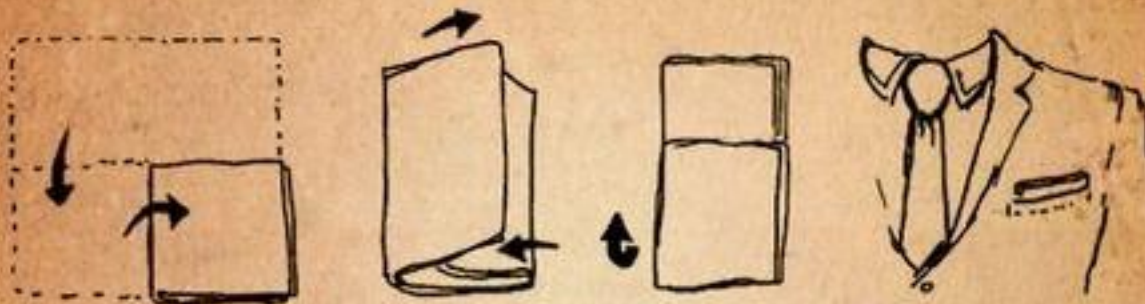


CONTRAST

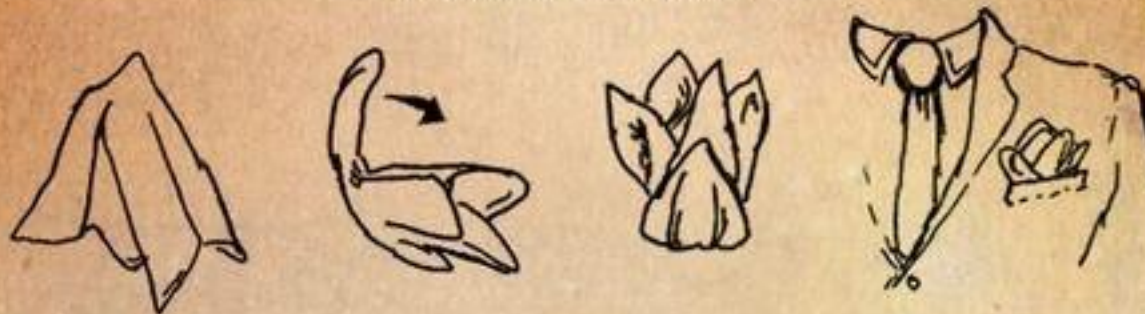
Photo courtesy: Pinterest.com

# POCKET SQUARE FOLDS

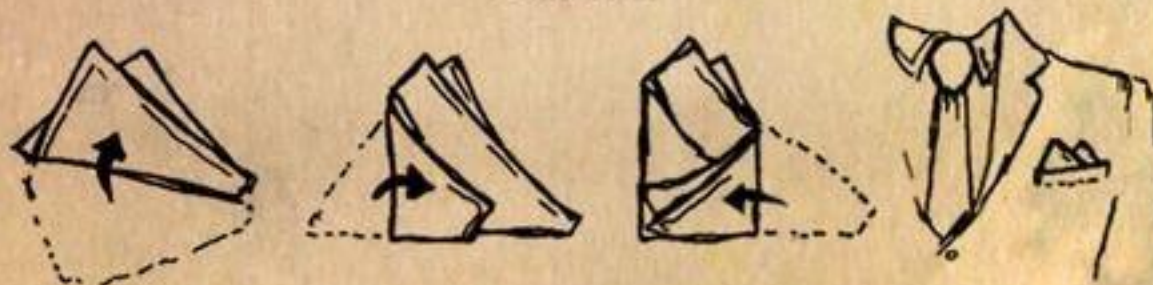
## CLASSIC



## UNSTRUCTURED



## PEAKED





# TROUSERS:

They should preferably be dark though you may wear beige and with a dark colored shirt.

Try to have at least one pair of black trousers.

Trousers may or may not have pleats



# TIES :

To play it safe choose a traditional silk tie,

No loud colours or patterns.

Given below are some well accepted colours and patterns



**It may be wise to avoid ties with images and designer logos**

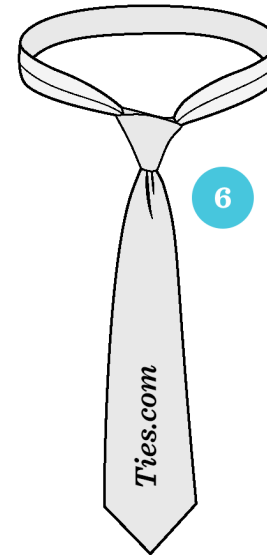
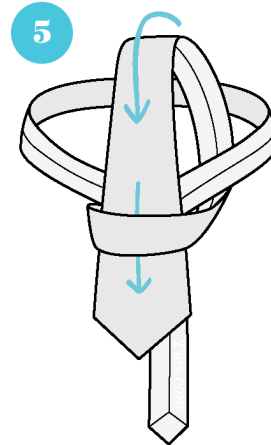
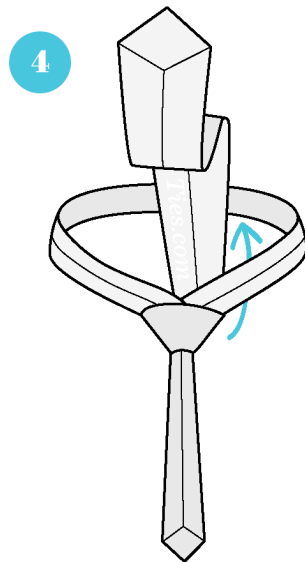
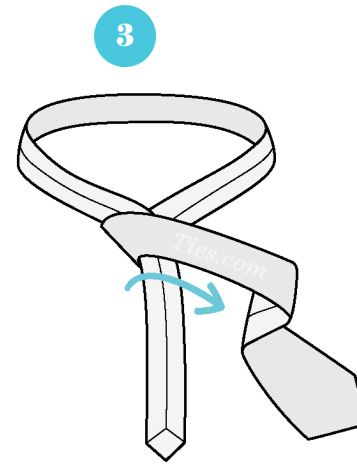
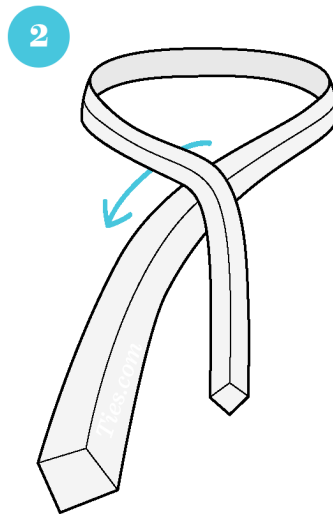
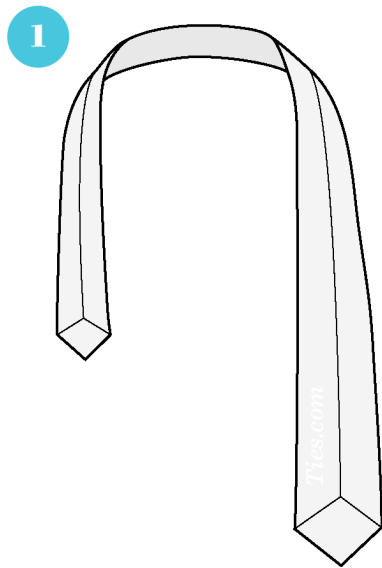


**Your tie should co-ordinate with your attire**  
**The knot should be a perfect triangle**



**Do not put on a tie like this**  
**observe the tie and the shirt button**





# HALF WINDSOR KNOT

How to Tie a Tie Series - 2 of 18





# SOCKS :

Choose a color that coordinates with your trousers (usually black, dark gray, dark brown, or dark blue)

Make sure they are long enough not to expose your skin when you sit down.

As a thumb rule, do not wear white socks.

Wear clean socks to avoid bad odour



# SHOES :

Wear a good pair of leather shoes- black and brown/tan shoes.

Shoes must be polished everyday.



**Do not wear shoes that look casual.**  
**Do not wear shoes with worn out heels.**

# Shoes

- Well-repaired heels
- Always clean and polished Make it a habit to wipe your shoes clean each time you go to the rest room to freshen up
- Laces tied neatly at all times
- Socks should be clean
- Shoes that are provided by the hotel should be worn within the hotel at all times, while on duty



# BELTS :

Wear only formal belts with a sleek buckle.  
As thumb rule, match your belt to your shoes.



**Avoid these buckles.**



# Watches :

Preferably wear leather strapped watches.

If you wear a metal strapped watch, make sure that it fits the wrist well.





# Hair

- Clean, neatly cut and not extending below the ears It should be at or above the collar line of the uniform or shirt
- Always well combed
- Frequently shampooed
- Kept in place, but not oily
- Crowning glory
- Keep it at length
- For males should have hair cut from time to time and no long hair



# Face

- Clean-shaven No stubble beard or moustache. well trimmed, above lip level and not drooping
- Teeth must be brushed clean without nicotine stains
- Sideburns are to not be longer than half the length of each ear



# Hands

- Regularly washed
- No marks or nicotine stains
- Nails are to be short, clean, of even length and well trimmed



# Personal Hygiene

- Bath daily and use a deodorant after bath to avoid body odour
- Use a mouthwash often and brush teeth twice a day to avoid bad breath  
Visit a dentist twice a year for a dental check-up
- Smokers should take care to avoid nicotine stains on teeth and hands, as well as 'tobacco breath' Ensure that before you get within your areas of work you get rid of it
- Chewing paan or gutka is forbidden
- Wash your face frequently to appear fresh
- A good night's sleep adds to your good looks
- Offensive habits should be avoided:
  - Picking teeth, nose or ears
  - Sneezing or yawning without closing mouth
  - Belching loudly
  - Continuously rearranging hair or clothes in guest-contact areas
  - Eating with your mouth open or making noise while chewing food



# Accessories

- Restricted to a single ring
- Necklaces, if worn, are not to be visible
- Earrings are not to be worn by male associates
- Limit accessories to 3 pieces
- Avoid bracelets, necklaces and visible piercing
- Include watch, ring and handkerchief





# Women



# What are the do's and don'ts for professional dressing?



### 3. What are the do's and don'ts for professional dressing?

- **Do's**
- Business suits
- Skirts: the length should hit just above or below the knee or below the ankle.
- Slacks: neatly pressed, nothing too tight
- Blouses: Dressy styles or button-down shirts paired with a cardigan or blazers.
- Dresses: worn alone, or with a suit jacket or blazer
- Shoes: closed-toe, polished, scuff-free.
- Jewelry: tasteful and simple, not overdone.

# What are the do's and don'ts for professional dressing?



# What are to do's and don'ts for professional dressing? Cont.....

- **Don't**
- Anything too short, too revealing, too tight or too sheer.
- Blouses that are sleeveless or low-cut.
- Casual wears like Jeans, shorts, summer dresses.
- Casual khaki pants (neutral or khaki-colored dress slacks are OK).
- Open-toed or overly casual shoes (flip flops), or those with extremely high heels.



# What to wear?

You may wear\_salwaar kameez or formal shirt/trousers  
You may wear a tunic with a pair of formal trousers.  
Preferably choose small prints or self colors.



**Avoid plunging necklines, sleeveless and tight fitting clothes**

# SHOES/SANDAL :

Shoes with 1 ½ - inch heels are standard. You may wear a pair with smaller heels or a flat pair. Stick with a black/brown pair. Be sure your shoes are polished and that your heels are intact.



**Do not wear colorful sandals**



**Avoid heels and sandals with bling**



**Avoid white colored sandals as they get dirty easily. If you do, clean them well.**



# Shoes

- Low heeled are appropriate with most clothes
- Shoes are not to reveal your heels or toes



# BAGS :

Apart from your working bag if you are carrying an additional bag, preferably, carry a black or a brown one



# ACCESSORIES :

Earrings : Wear stubs or small rings



**Do not wear hoops or dangling earrings**





## Bracelets/Bangles:

**You may wear either a bracelet or a bangle. Avoid both.**



**Avoid chunky bracelets or too many bangles.**





# Rings / Chains:

Rings: Keep them simple and not chunky.

Chains: You may wear thin chains with small lockets.



**Do not wear ornamental/ chunky jewelry .**



# 12 ways TO TIE A SCARF:



# Hair

- Hair should be left open only if it is above shoulder length While at work it should be away from the face
- Long hair should be tied in a bun using a net or pulled back neatly
- Hair accessories should be black and minimal
- Only natural looking hair dye should be used
- Short hair should be cut in elegant contemporary style, which is manageable and looks neat throughout duty hours
- Hair styles to suit your face
- Females tie your hair with hair pulled back from face
- Should be well groomed

# Hair



Hair styles recommended	Hair styles to be avoided
<ul style="list-style-type: none"><li>■ The French knot</li><li>■ The figure of 8</li><li>■ A simple bun</li></ul>	<ul style="list-style-type: none"><li>■ Elaborate coiffeurs</li><li>■ Knots or coils</li><li>■ Low loose knots tied at the nape of the neck</li><li>■ Oily hair and plaits</li></ul>





# Day make-up

- Should be light, subtle and carefully applied Light to medium shades
- e.g. Pinks, peaches and russets should be used
- Blush-on on the cheek bones and along the neck is a must It enhances your features
- Should be natural looking
- Mild fragrance
- Nail paints and lip color should not be too trendy or bright
- Avoid extremely dark, bright reds and fluorescent colors





# Eye make-up

- A light application of mascara, a light shade of eye shadow or alternately a khol application
- Dark shades of eye shadows e g Brown, pink, red should be avoided during the day time
- Dark circle should be covered with under eye make up



# Hands

- Hands should always be clean and well-manicured Use of mehendi on hands or any part of the body is not permitted
- Nails should be well shaped with a light to medium colour application of nail polish Nail polish should not be chipped
- Extremely long nails, enamelled with very bright or dark shades of nail polish are not allowed



# Personal Hygiene

- Bath daily and use a deodorant after bath to avoid body odour
- Use a mouthwash often and brush teeth twice a day to avoid bad breath  
Visit a dentist twice a year for a dental check-up
- Smokers should take care to avoid nicotine stains on teeth and hands, as well as 'tobacco breath' Ensure that before you get within your areas of work you get rid of it
- Chewing paan or gutka is forbidden
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# Accessories

- Earrings to be restricted to one pair and should be discreet i.e. ear studs and ear loops no longer than ½”
- Only a simple thin necklace may be worn but should not be visible
- Nose rings and anklets are not to be worn
- No brooches or accessories; or anything that is not part of the uniform should be worn
- It is recommended that a simple watch be worn on duty
- Only two rings on one hand or a maximum of three rings on both hands may be worn
- Only one light gold bangle or bracelet may be worn
- Keep minimal and conservative
- 5 piece rule