



# APPLICANT GUIDELINES

You get just one chance to make a good first impression.

**BE PREPARED!**

**REMEMBER THESE SIMPLE TIPS:**

Dress in business casual or professional.  
(i.e., your dress should be appropriate for a job interview)

Be sure your appearance is neat and tidy.

Be sure to wear clean shoes that won't track mud or dirt – even if it is for a warehouse or construction job.

Remember to have a pleasant and friendly attitude.

Do not show up for an interview with your children, food, or anything that can distract the conversation.

Turn your cell phone off. Nothing is more important at the time of the interview than getting the job.