

## UNIT 4 GROOMING - Gentlemen

### Hair



- Clean, neatly cut and not extending below the ears.
- It should be at or above the collar line of the shirt
- Always well combed
- Frequently shampooed
- Kept in place, but not oily

### Face



- Clean-shaven, no stubble beard or moustache. If you wear a beard or a moustache, ensure that they are well trimmed
- Teeth must be brushed clean without nicotine stains
- Sideburns are to not be longer than half the length of each ear

### Hands



- Nails are to be short, clean, of even length and well-trimmed
- Hands to be washed regularly

### Perfume and jewelry



- Use mild fragrance, perfume or deodorant
- Use one ring on your fingers
- Do not wear earrings or any other piercings
- Avoid wearing huge sports watches

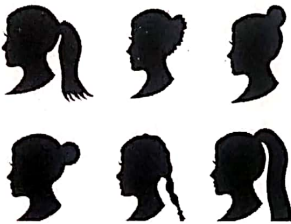
### Clothes and footwear



- Formal long-sleeved shirts and trousers, nicely pressed and neatly tucked in
- Wear light-coloured shirts and dark-coloured trousers
- Don't wear bright colours for an interview
- Blacks and browns never match so don't wear black pants and brown shoes or vice versa
- Belt and shoes should match
- shoes should be polished well
- Sneakers, slippers, casual footwear etc. not allowed

### GROOMING – Ladies

#### Hairstyle



- Hair should be left open only if it is above shoulder length, and should be away from the face
- Long hair should be tied in a plait, French knot or in a simple 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.
- Wear hair styles to suit your face

#### Face



- Make up should be light, subtle and carefully applied light to medium shades, e.g., pinks, peaches and russets can be used
- If you are not used to wearing make-up, avoid it
- Use subtle shades of lipstick
- A light application of mascara, a light shade of eye shadow can be used
- Dark shades of eye shadows e.g., brown, pink, red should be avoided

### Hands



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

### Perfume and jewelry



- 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
- It is recommended that a simple watch be worn. Avoid sports watches.
- Only one light gold bangle or bracelet may be worn
- Restrict finger rings to one
- Wear mild fragrant perfume/deodorant

### Clothes and footwear



- Any kind of Indian or western formals can be used
- Jeans or T shirts are not allowed
- Wear mild colored clothes
- Colors should be well matched (blacks with browns are never a match so should be avoided)
- Clothes should be clean and neatly pressed
- Either open or closed toe shoes can be worn
- Floaters, chappals or any kind of casual footwear are not allowed
- If wearing open toe shoes, ensure toenails are trimmed and neatly painted