Chapter 11

Activity File 11-1 Dressing for Workplace Success

**Directions:** Complete the following activity to gain a fuller understanding of how your appearance at work affects your success there.

Many employers are concerned about the way people look when they come to work. Complaints involve unprofessional clothing as well as other appearance and hygiene issues. The provocative fashion styles displayed in the media have entered the workplace, and many employers are not happy about it. Inappropriate dress can block promotions and even cost people their jobs. Furthermore, it is not a good use of supervisors’ time to deal with dress- and grooming-related problems.

Several cases are presented below. Why is each situation a problem at work? Explain your thoughts about any mistakes being made and their impacts on the various people involved.

1. Blaine comes to work in an office every day looking like he slept in his clothes. Blaine is sometimes involved in meetings with business people from outside the office. Blaine’s supervisor has observed some raised eyebrows among visitors when Blaine walks into a meeting. One coworker who sits near Blaine has complained privately to the supervisor about an odor problem.

<<Place Answer Here>>

2. Jasmine wears tight clothes to work in the marketing department of a manufacturing company. The tops she wears are often tight and low-cut. When a coworker mentioned that people were talking about her, Jasmine said, “This is the style today. You see it everywhere, including all the stores. I’ll wear what I want.”

<<Place Answer Here>>

3. Eddie wears very baggy pants to his job at a pizza restaurant, where he seats people and sometimes helps out in the kitchen. Eddie’s pants always look like they are about to fall down. He is often seen hiking them up.

<<Place Answer Here>>

4. Blanca is a single mother with three children. She is working hard to get a better life for herself and her children. Blanca’s income isn’t high, and she is often weary from so many responsibilities in her life. A few coworkers have complained to the supervisor about how Blanca looks, saying she wears ugly, out-of-date clothes, and her hair needs a cut and a modern style.

<<Place Answer Here>>

5. Meredith wears low-rise skirts and slacks in the office. Her tops are often short and not tucked in. Sometimes when Meredith reaches for items, her midsection is exposed. Several people have complained to the supervisor about Meredith’s dress. One made a rude remark to Meredith in front of several people in the office. Now Meredith’s friend in the office is dressing the same way to spite those who are not happy with Meredith.

<<Place Answer Here>>

6. Damon works in the office of a large corporation that has a dress code. On Fridays, the dress code is casual, meaning that wearing slacks and no tie is fine. Damon wears flip-flops, shorts, and baggy T-shirts on casual days, using his own interpretation of what “casual” means. Memos have described the rules, but Damon doesn’t pay attention to them.

<<Place Answer Here>>

7. Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your Word document *FirstnameLastname*\_Activity11-1.docx (e.g., JohnSmith\_Activity11-1.docx).