

Hair Color Theory (2 hours)

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Module 1: Laws and Theories of Color Processing (1 hour)

- The Level System
- The Law of Color
- The Color Wheel
- Product Formulations
- Degrees of Decolorization
- Contributing Pigment

Key Terms: *complementary* *melanin*
 decolorization *new growth*
 disinfectant *oxidation*
 eumelanin *pheomelanin*

Learning objectives:

After completing this lesson you will be able to:

- describe the porosity test
- identify the level system, the level system chart and it's values
- describe properties of the color wheel
- define primary, secondary, tertiary and complementary colors
- list the different types of hair coloring product formulations and their use
- identify procedures and purpose of the patch test
- identify the purpose of hair coloring product developers
- describe the process of decolorization, the decolorization chart and it's values
- describe contributing pigment, the contributing pigment chart and it's values

Introduction

The purpose of this study module is to review the principles, practices and theories of hair coloring. **Precautions:** To ensure the safety and accuracy of product use for coloring services that you perform, please consult the product company and their published instructions and information regarding their formulations. Never take for granted that you already know how to prepare or process hair coloring products that you are unfamiliar with. To do so could cause injury to yourself or your client. Also, keep in mind that companies sometimes change their formulations. This may or may not effect the way you mix and apply their product. However, to be aware of any changes, you should establish the practice of reading all packaging enclosures, labels and instructions as part of your customary preparations prior to performing color services.

Color Theory

Porosity

One of the first things to consider when planning a color service is the degree of porosity of the hair. **Porosity is defined as the hair's ability to absorb moisture.** It is not to be confused with hair texture. These are two different terms that refer to two different aspects of the hair.

The amount of porosity is to be analyzed and placed into one of three categories. Cosmetic Art Science terms these categories as “degrees of porosity”.

The degrees of porosity are: low, average and high.

There are clinical techniques to determine hair porosity. During testing you will be using your sense of touch to categorize the client's hair.

You will test the four main areas of the head:

1. the front hairline
2. the temple
3. the crown
4. the nape

Create a small strand of just a few hairs and hold it perpendicular to the head. With the opposite hand, grasp the hair strand using your thumb and forefinger then slide your fingers slowly and gently from the ends to the scalp. You are feeling for the amount of roughness of the hair cuticle.

The smoother the hair feels the lower the degree of porosity that is present. **The rougher the hair feels the higher degree of porosity that is present.**

Low Porosity: The hair feels smooth when tested.

Hair that has a low degree of porosity has a lessened ability to absorb moisture and is considered resistant to chemicals. **Hair that has a low degree of porosity might take longer to process.**

Average Porosity: The hair feels slightly rough.

Hair that has an average degree of porosity is considered normal. It is for this degree of porosity that chemical formulations of hair color are designed for when the label refers to processing instructions for “normal” hair.

High Porosity: The hair feels very rough.

Hair that has a high degree of porosity is considered overly porous. **Color processing takes less time and the hair may lose it's color quicker due to the open cuticle.**

Texture

Texture is the term used in Cosmetic Art Science to describe the diametric measurement of a hair strand. There are three categories of measurement when analyzing the diameter of a hair strand: large, medium and small. The corresponding terms for these textures are termed as: **coarse, medium and fine.**

Analyzing the clients' hair texture is important when planning a color service for the following reasons.

Melanin

Melanin (pigment) is created and dispersed in varying amounts in each of the texture categories. **Melanin is most compact in fine hair and less compact in coarse hair.** Where there is more compact melanin, the hair can take on more depth and become darker during a color service. Where there is less compact melanin, the hair can take longer to process. It is important to consider this theory during the planning phase of a color service.

Eumelanin

Eumelanin is the pigment that is found in natural hair that gives it tonal hues of blacks and browns.

Pheomelanin

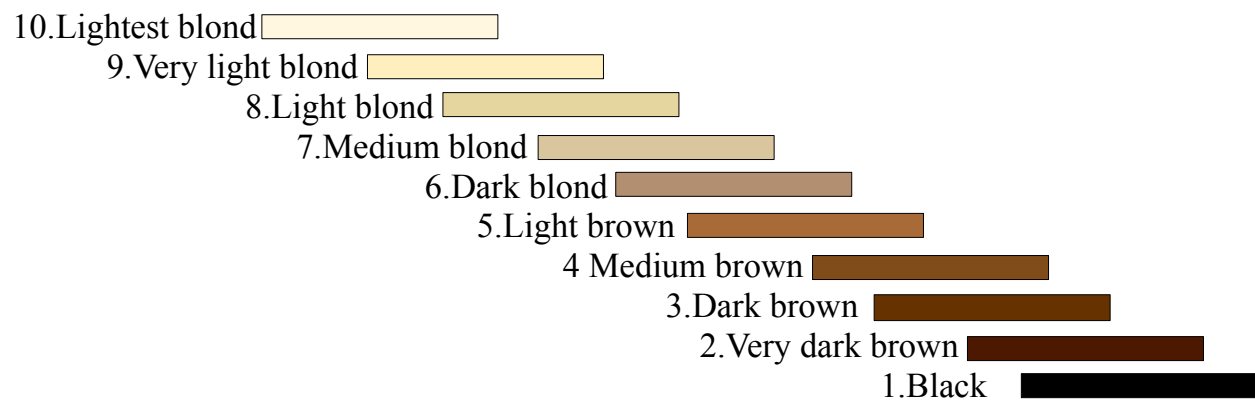
Pheomelanin is the pigment that is found in natural hair that gives it tonal hues of blonds and reds.

The Level System

Cosmetic Art Science has developed a way to identify and categorize the lightness or darkness of the color of hair into units of measurement. It is called the level system and is used to identify and put into perspective color density. It is also described as: the amount, concentration or saturation of color.

The Level System

Figure 1 (levels of color)



There are ten units of measurement in the level system. Level 1 is black and level ten is lightest blond. Each unit of measurement, from level one, gets lighter and lighter until it reaches the lightest color labeled as #10 - lightest blond.

The units are as follows: 10. Lightest blond; 9. Very light blond; 8. Light blond; 7. Medium blond; 6. Dark blond; 5. Light brown; 4. Medium brown; 3. Dark brown; 2. Very dark brown; 1. Black

It is important to note that the names given to the 10 degrees of color level can vary among product companies who manufacture color level swatches. The focus here is to identify degrees of color saturation and depth between levels, the degrees of lightness to darkness.

The building block for any color service is the initial analysis of the clients' level of color. Without mastering this step it is impossible to achieve accuracy in predicting the end results. Many hair product manufacturers include color level system swatches to make the job easier. After familiarizing yourself with the color levels you will become less dependent upon using the level system swatches. However, it is the best practice to continue using this tool throughout your entire career as a colorist in order not to inadvertently stray from accuracy of good analysis.

While learning the level system, it is imperative to use swatches otherwise you may develop an altered sense of level recognition. It is similar to a professional singer. Unless the performer practices with an accurately tuned instrument, such as a professionally tuned piano, he is at risk of altering his ability to recognize true and perfect intonation. This is a good example to compare with the professional colorist. Unless you train your eye with an "in tune" instrument, such as color level swatches, you are at risk of failing to develop a strong eye for color level recognition.

None the less it is superb practice to continue using color level swatches as customary practice for each color service no matter how trained your eye. All tools are to be implemented as appropriate to the service being rendered to maintain a level of excellence.

How To Use Color Level Swatches

The primary use of the color level swatch is during the initial client consultation. Later in this study we will discuss at greater length all components of a professional consultation, however for now we will focus on hair color analysis.

First determine the client's natural color level by sectioning the hair into about a half inch square at the crown of the head. Hold it perpendicular to the scalp so that light passes through it. Select the natural color level hair swatch that you think best matches and place it against the strand to compare. You can check the hair at the scalp and throughout the strand by sliding the swatch up and down the strand to see if all parts of the hair strand are within the same level. Once you have determined color level, you will apply other color laws and factors that help in determining the services to be performed.

To develop the plan of service we also need to consider hues.

Color Hues

Also called tones, color hues are what hair color is all about when it comes to chemistry. Tones or hues are colors that we will be studying using the Color Wheel. Without a complete understanding of color hues it is impossible to achieve natural results. The average patron coming into the salon to get their hair colored requires natural colored hair. Very few people, in comparison to the mass majority, want extreme or vivid colors such as green, purple or fire engine red. Most people want an attractive natural hair color. So the goal of creating natural color is a primary basic of color analysis.

We take into consideration the tone of the natural hair and the tones that we will add with hair coloring products in order to achieve the desired results. All tones play a part of the hair coloring equation. Becoming an expert color analyst is only achievable by learning the color wheel, it's tones and the theory behind it.

The Law of Color

Color is described as the property of an object that determines what the eye is perceiving based on how it reflects light. Hair can reflect components that we perceive as brown or blond but contain the colors of red, green, blue and other shades. In certain combinations of these colors, we perceive very dark brown hair. Other combinations of colors we perceive very light blond hair. There are about as many shades and tones as your imagination will allow when it comes to color results. By adding blues and violets we can make the hair appear more ashy, by adding yellows and reds we make the hair appear more warm. Successful hair coloring is primarily the ability to properly add and remove colors. We have many choices regarding hair color. We can add to the natural hair color. We can remove natural hair color, and we can also add and remove at the same time. We can lighten the level and change the tone simultaneously. It is really an amazing art for the well-rounded colorist. Becoming an expert colorist is one of the most important things you can do in the field of Cosmetology. It is one of the most important services offered in the salon today. It is the best way to establish consistent repeat customers who due to the nature of hair growth must book their touch-ups regularly. This in turn, make for strong client-colorist relationships which results in dependable income.

Tonal Value

Here again the need for analyzing comes into play. Once you have established the level of hair color using the level system, now you must determine the different hues that the client's hair contains. Determining levels and tones are the first steps in building the plan for the coloring process. We take the natural color level, the natural color tones, and what the client tells you that she wants the end results to be, and work the equation.

The Basics of Hair Coloring Products and The Law of Color

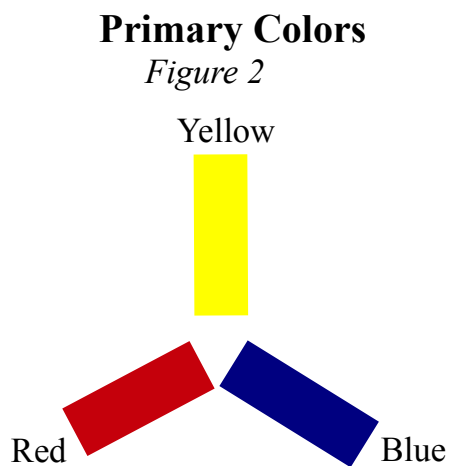
Hair coloring products use primary and secondary colors. All hair coloring products have a base color which is the dominant color contained in the product. Base colors are determined by the product manufacturer with natural results in mind. The colorist will use the laws of color to determine how to use these products. Through the ages several prolific scientists have discovered, theorized and defined what is now considered the laws of color. Whether in reference to an artist's paint on a canvass or a rainbow in the sky, there are certain laws we find in color creation that apply.

For example: always, without fail, **when you combine equal amounts of yellow and blue you will always get green.** **Equal amounts of red and yellow always make orange.** These examples are part of the laws of color and color creation.

Science has found that using the shape of a wheel and placing primary and secondary colors around the wheel in a certain order, they can best dictate color law into a meaningful conclusion.

Let's build a color wheel!

We will start with the primary colors. **Primary colors consist of yellow, red and blue.**



Primary colors are pure colors and can not be formed from combining any other colors. However you can use these colors to make other colors. In fact, **all colors are created from the three primary colors.**

Cosmetic Art Science uses the terms “cool” and “warm”. **If a color has predominately blue tones it is considered to be cool.** If a color has predominately red or yellow tones it is considered to be warm.

This terminology helps in understanding color concepts when mixing hair coloring products. To create a warmer shade, you can add more red. To create a cooler shade, you can add more blue. That would be a very basic rule of thumb however additional color concepts need to be mastered in order to have a complete understanding of hair coloring technology.

For instance, blue is considered the strongest of all the primary colors and the only cool one.

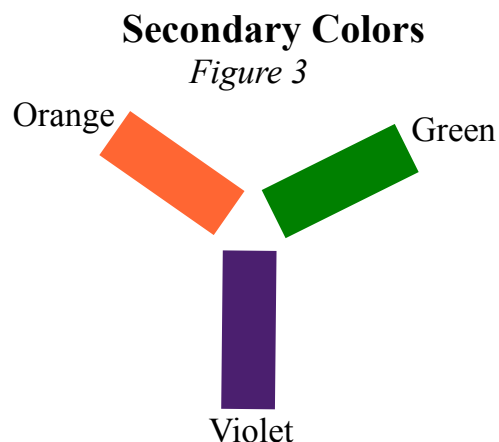
In hair coloring concepts, it is good to know that the color blue can provide depth and darken any color. As for red, it is considered a medium strength primary color.

In hair coloring concepts, it is good to know that adding red to blue based colors makes them lighten. **Red added to yellow based colors makes them darken.**

Yellow is considered the weakest strength of the primary colors. When added to other colors it changes that color to a brighter and lighter appearance.

When the three primary colors (red, blue and yellow) are mixed together in equal parts, the following colors are created: black, gray and white, according to the level used.

When two primary colors are combined, a secondary color is created. There are only three secondary colors. They are green, orange and violet.



Combining equal amounts of blue and yellow make green.
Combining equal amounts of red and yellow make orange.
Combining equal amounts of blue and red make violet.

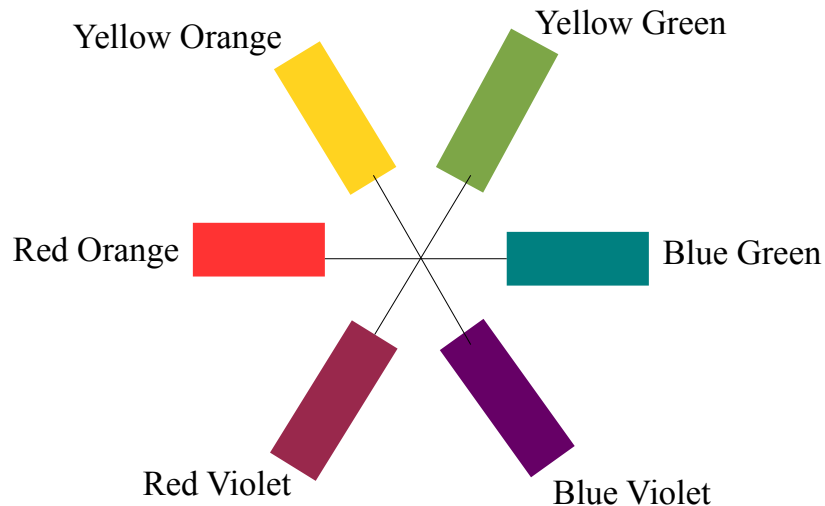
By looking at the color wheel we can see that colors are in a specific order.

Tertiary colors are the colors created when combining equal amounts of a primary color and its neighboring secondary color on the color wheel.

Tertiary colors are: blue-green, blue-violet, red-violet, red-orange, yellow-orange and yellow-green.

Tertiary Colors

Figure 4

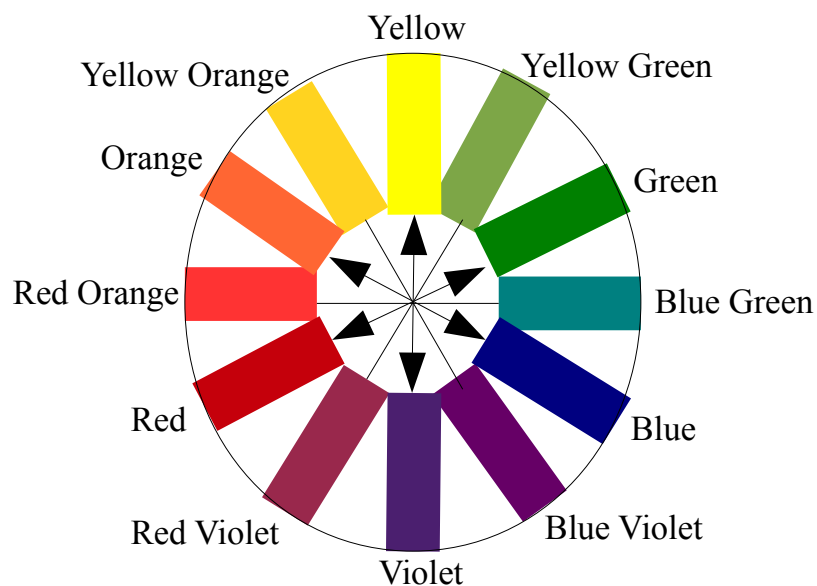


Complementary Colors

Complementary is the term used for primary and secondary colors that are directly opposite each other on the color wheel. Each color's complementary color neutralizes its tone. For example: to neutralize an over abundance of yellow in the hair, use equal level of its complementary color violet.

Complementary Colors

Figure 5



Hair Coloring Product Formulation

Cosmetic Art Science defines hair coloring products into two main categories:

Oxidative and Non-oxidative

Oxidative hair coloring products are classified into two groups:

1. Permanent

2. Demi-permanent

Non-oxidative hair coloring products are classified into two groups:

1. Temporary

2. Semi-permanent

Oxidation is when the chemical substances combine with oxygen.

Oxidative hair coloring products are designed using oxidation as a necessary action to achieve hair coloring.

Oxidative hair coloring products consist of a solution that contains dye *intermediates* which when mixed with a developer creates a dye as the chemicals react within the hair shaft.

Also contained in oxidative hair coloring products, are *preformed* dyes. They are included in hair coloring products in predetermined amounts according to the shade that is intended for the formulation.

Hair coloring products also contain soaps, detergents and conditioning agents.

The coloring product is designed to mix with the developer (hydrogen peroxide) right before application to the hair.

The terms hydrogen peroxide and developer are interchangeable and refer to the same additive.

The applied mixture causes the hair to swell, and the dye intermediates and preformed dyes penetrate the hair shaft and then have a chemical reaction. This reaction is what forms the final dye composition that will stain the hair.

Product Overview

Permanent hair coloring products are designed to lift existing color and deposit product color.

Permanent hair coloring products are used in coloring services for the following purposes.

1. To completely change one's hair color

2. To enhance one's natural hair color by brightening it, or darkening it

3. **To cover gray**

Demi-permanent hair coloring products are designed to only deposit product color.

They contain coal-tar dyes that adhere to the hair shaft. Demi-permanent hair coloring products are not designed to lighten natural hair.

Demi-permanent hair coloring products are used in coloring services for the following purposes.

1. To refresh previously colored hair that has faded
2. To enhance one's natural hair color
3. To deemphasize gray hair so it blends in better to the overall color of the person's hair
4. To use as a toner to chemically pre-lightened hair
5. To use as a filler for a color correction procedure

Temporary hair coloring products are used in coloring services for the following purposes.

1. To change the hair color temporarily
2. To neutralize an undesired tone

Semi-permanent hair coloring products are used in coloring services for the following purposes.

1. **Can be used as a toner** to pre-lightened hair
2. Can be used when a short-term change is desired, as it generally only lasts from four to six weeks

Semi-permanent hair coloring products are single products. They are not mixed with developers or peroxide. **Demi-permanent hair coloring products are mixed with developers.**

PATCH TEST REQUIRED

Permanent Hair Coloring Products

Permanent hair coloring products are always mixed with a developer.

Using a higher volume of developer creates more lightening results and using a lower volume of developer creates less lightening results.

Simultaneously with the lightening action, color is deposited.

Permanent hair coloring products are very versatile in that they can be used to match, darken, lighten or cover gray.

Aniline derivatives are used in permanent hair coloring products.

Aniline, phenylamine or aminobenzene is an organic compound; $C_6H_5NH_2$.

Any hair coloring product containing aniline dyes requires a patch test 24 to 48 hours before application.

The types of aniline are:

1. aniline oil for blue (pure aniline);
2. aniline oil for red (a mixture of equal parts - aniline and ortho- and para-toluidines);
3. aniline oil for safranin (aniline and ortho-toluidine) Safranin (basic red 2) is a biological stain that colors cell nuclei red.

Colors develop when the aniline derivatives combine with hydrogen peroxide.

The dye is deposited into the cortex of the hair. This is the oxidation process.

Oxidation is defined as: to undergo or cause to undergo a chemical reaction with oxygen.

Historians agree that aniline: was first isolated from the distillation of indigo (a plant-based blue dye such as; used in blue jeans) in 1826. This was done by Otto Unverdorben, who named it crystalline.

However in 1834 Friedlieb Runge isolated aniline using coal tar, which also in turn produced a blue color when lime chloride was added to it.

Aniline from coal tar is still widely used today in hair coloring products.

Over time aniline became greatly used commercially in many products such as plastics and dyes. There is now a giant synthetic dye industry based on aniline dyes.

Hair product manufacturers get their aniline derivatives from these dye companies to use in their hair coloring product lines.

Permanent hair coloring products are the best choice for dying gray hair.

Permanent hair coloring products create a permanent change in the hair by lightening the existing natural color by removing color pigments. This is the primary reason that they are called permanent colors – because of permanent removal of natural pigment.

PATCH TEST REQUIRED

Demi-Permanent Hair Coloring Products

Demi-permanent hair coloring products are oxidative. They require a developer. They only deposit color and do not lighten. They are less alkaline than permanent hair coloring products and require a lower volume developer. Many demi-permanent hair coloring products do not use hydrogen peroxide as the oxidizing agent like with permanent hair coloring products. They do contain the same dyes as permanent hair coloring products therefore requiring a patch test.

Demi-permanent hair coloring products do not have the ability to decolorize hair.

These no-lift deposit-only hair coloring products are great for:

- 1.a client's first color service
- 2.blending gray
- 3.to refresh faded permanent color on the mid-area and ends
- 4.restoring natural hair color
- 5.correcting off-tones

On natural hair, they can deepen or change the color.

Demi-permanent color is a great choice for refreshing the hair shaft area and ends when performing a new growth hair color service. It keeps hair coloring build-up to a minimum using this technique.

NO PATCH TEST REQUIRED

Temporary Hair Coloring Products

Temporary hair coloring products are non-oxidative. They do not require a developer. Temporary hair coloring products only coat the hair and are easily shampooed away. No chemical change in the hair occurs.

There are various types of temporary hair coloring products in the marketplace and many new products arriving frequently.

Some of the existing types of temporary hair coloring products are:

- 1.Spray on
- 2.Shampoo
- 3.Liquid / rinse
- 4.Mousse
- 5.Gel
- 6.Mascara / wand

Spray on temporary color products wash out easily with one shampoo. It is used for many looks from subtle to dramatic – from full coverage to streaks and designs. For dramatic designs, stencils can be used. It is fun for the client and the colorist can offer it as a specialty service during the Holidays. Stencils can be purchased or custom made from existing patterns.

Shampoo temporary color products are simply used like normal shampoo. Follow label instructions for best results. The color molecules coat the hair and you can blow-dry and style as usual.

The use of color shampoos is a very popular way to neutralize unwanted brassiness or yellow tones.

Liquid temporary color products, also known as rinses, are applied to freshly shampooed hair. Follow the directions on the label for recommended use for best results. Generally the rinse is applied after shampooing. Many stylists wrap the hair in a towel to blot all excess water.

The hair should not be dripping wet for proper application. The hair must be able to be coated and it can not do so if over-saturated with water. For full coverage, apply beginning at the hairline and comb through to the ends, applying more rinse as needed. Style as desired.

Mousse temporary color products should be used following label directions for best results. Most are designed for either wet or dry hair – full coverage or strategically placed.

Gel temporary color products can be applied the same as customary setting gels. Usually they can be applied to wet or dry hair however read the label for best results.

Mascara temporary coloring products and those that are applied with wands are great when you want perfect placement and control.

They are usually designed for use on dry hair. Of course many eye-lash mascaras are available in many colors, but so are designer hair mascaras.

It's a great way to temporarily color new growth around the hairline. Creative highlights can be perfectly placed using illuminating colors on styled dry hair.

PATCH TEST REQUIRED

Semi-Permanent Hair Coloring Products

Semi-permanent hair coloring products are designed to fade over time. They often last about four to six weeks depending on how many times the hair is shampooed.

Semi-permanent hair coloring products are not mixed with peroxide. They do not lift or lighten the natural hair color and only deposit color.

Semi-permanent hair coloring products require a patch test.

PATCH TESTS ARE NOT INTENDED FOR DIAGNOSIS
OR TREATMENT OF HEALTH CONDITIONS

Patch Test

A patch test is also known as a *predisposition* test.

The term predisposition is defined as: the state of being predisposed or susceptible to something, especially to a disease or health problem. In this case it refers to a client being predisposed to being allergic or sensitive to the aniline dye in the hair coloring product.

Therefore to determine whether a client will have a negative reaction, **we must perform the patch test 24 to 48 hours before an aniline hair coloring service.**

To perform a patch test:

1. Choose a testing area either on the inside of the elbow or behind the ear.
2. Wash a small area with a gentle soap, rinse and dry.
3. Mix a small amount of the hair coloring product (use the shade and brand that you intend on using for the service) in the same ratio as a customary application.
4. Using a cotton swab, apply color mixture to the cleaned area.
5. Do not rinse or remove for 24 to 48 hours.
6. After 24 to 48 hours look at the patch test area to determine if there are any signs of inflammation, rash or welts.
7. Record the results on the client's information card.

Developer / Hydrogen Peroxide

The developer is what must be mixed with oxidative hair coloring products in order to create the chemical reaction needed to form and deposit color. Hydrogen peroxide also plays a part in the determination of the amount of lightening natural hair.

Hydrogen peroxide is the oxidizing agent that “develops” the hair coloring product thus called the developer.

When hydrogen peroxide is mixed with oxidative hair coloring products it creates oxygen gas that in turn forms the chemical action that creates color molecules that change the color of hair.

Hydrogen peroxide is available in different concentrations called volumes. The volume indicated on the labeling refers to the concentration. Concentration is also referred to as strength. The stronger the formulation the greater amount of lightening that can be achieved.

Developer is somewhat customizable but there are specific limitations, scientifically speaking.

Most hair coloring product companies design their permanent hair coloring products to use 20 volume developer for normal application. 20 volume peroxide is always used for achieving gray coverage.

Other volumes are used for various color applications.

10 volume is used for deposit-only applications.

30 volume is used when additional lightening is desired.

40 volume is used when maximum lightening is desired.

Hair Lightener / Bleach

Hair lighteners, also known as bleach, work by decolorizing the hair. Bleaching products are designed to use with hydrogen peroxide as the developer. The oxidation process is required to achieve decolorization. When this action happens within the cortex of the hair shaft, it displaces and eliminates the melanin pigment thus decolorizing the hair. You can control the amount of decolorization by choosing the volume of developer and adjusting the processing time the product is left on the hair. Hair lighteners are designed to lift the hair to lighter levels than what permanent hair coloring products can achieve.

Bleaching is a very versatile tool and is used for various purposes.

Lighteners can be:

- used to lighten natural hair
- used to lighten colored hair
- used to lighten isolated parts of the hair
- used alone to achieve a color
- used as the first step to achieve a level and follow with a toner

Decolorization

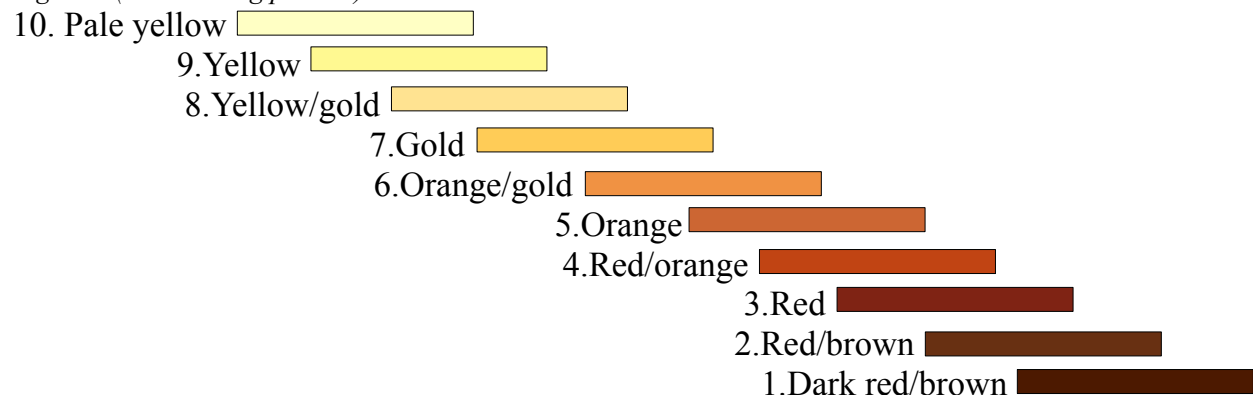
The decolorization process begins immediately upon the application of a prepared lightening product.

The colorist predetermines the level of color that she wants to *remain* in the hair.

There is an invaluable tool for calculating decolorization. It is called the 10 degrees of decolorization.

Degrees of Decolorization

Figure 6 (decolorizing process)



The 10 degrees of decolorization chart is a representation Cosmetic Art Science uses to measure the amount of pigment remaining in the hair throughout the progression of stages of the bleaching process.

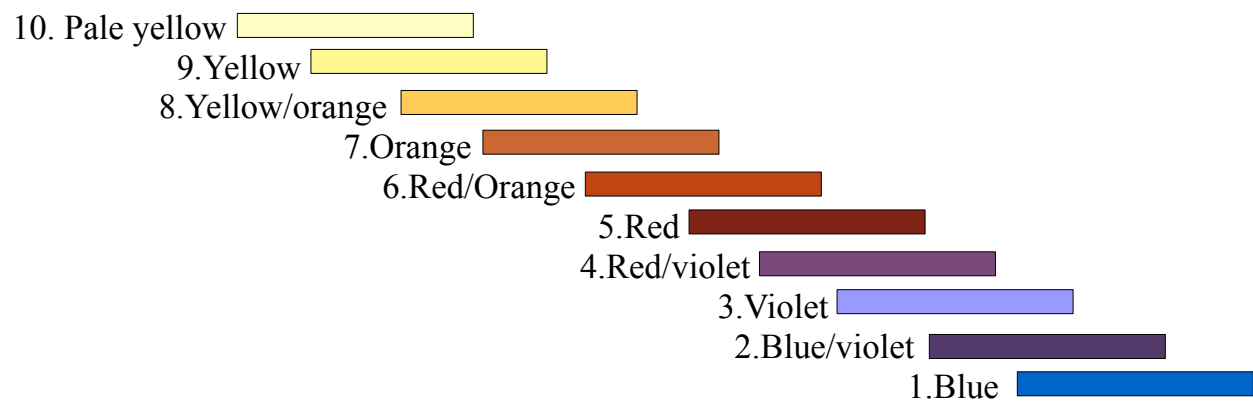
In order to show all possible degrees of decolorization for human hair, the decolorization chart represents that the first degree of lightening for black hair is dark red-brown, and so forth. Hair will of course begin at different levels, but none the less will go through the remaining stages as the decolorization process progresses. Predetermining the final degree of decolorization needed to achieve the desired results of a color service is a key part of pre-planning. Ending the decolorization process at the predetermined degree is crucial.

The amount of existing pigment in natural hair, the strength of the lightener and the amount of processing time all impact the lightening process. Also the temperature of the client and the ambient temperature of the room can also play a part in how fast the hair processes. Oftentimes it has been determined that the warmer a client and room the faster the decolorization process will be.

The natural pigment left in the hair is referred to as contributing pigment or undertones. Cosmetic Art Science has determined the amount of pigments left in the hair for each stage.

Contributing Pigment

Figure 7 (undertones)



It is the undertone and level of the remaining contributing pigment that determines how to tone the lightened hair. It is rather rare to leave bleached hair non-toned. It usually has an unnatural and unappealing appearance. Therefore toners are more often used than not when using lighteners. The more pigment that you can leave in the hair and the less time you leave the product on the hair the healthier and stronger the hair will be at the completion of the color service. That is why the colorist tries to never go lighter than what is needed during the bleaching process.

Also, the colorist should maintain conscious observation of how fast the client's hair is processing.

Sometimes passing through the lower degrees of decolorization may seem to take longer than the higher degrees. Some colorists have observed that after the hair passes through red-orange stage – degrees 4, it tends to progress more rapidly through the remaining degrees.

Severe damage can occur if the hair is processed beyond the pale yellow stage.

Toners can not be accepted into hair that has been bleached beyond the pale yellow stage. Bleach is therefore not designed to bring the hair into a white blond level. Only those who are poorly trained in hair coloring will attempt this irreversible error.

However, toners can easily create the white blond look without over lightening the hair. Instead of removing all pigment, you need only to neutralize the yellow to give a white blond appearance.

Any professional hair coloring product can be used as a toner other than temporary hair coloring. That would include: permanent, semi-permanent, or demi-permanent hair coloring products.

Summary

Clear and accurate knowledge of color theory is irreplaceable during the hair color process. Hair color services can not be successfully completed without it. The salon professional that is performing hair color services should be able to describe the level system and identify the scientific laws of color. The professional colorist should be able to fluently use the color wheel to create the proper product formulations to create the desired results. And finally the professional colorist should be able to describe the degrees of decolorization and define the attributes of contributing pigment.

Module 2: The Salon Team (1 hour)

Outline

- Preparing for the Interview
- Job Applications
- Prospering In The Salon
- Glossary

Key Terms

accomplishments

attitude

employment

enthusiasm

evaluation

integrity

motivation

portfolio

prosper

resume

revenue

role-play

subordinate

work ethic

Introduction

In this study module, we will discuss ways of successful preparation for a job interview, what to expect on job application forms, and how to prosper once you do get the job. Advance preparation in several crucial areas can determine success or failure.

Preparing for the Interview

Resume Review:

Preparing for the face to face interview includes reviewing your resume.

- Does your resume represent your abilities and accomplishments in your job and training?
- Does it make your reader inquisitive and want to learn more?
- Is the format neat and easy to read with content that emphasizes your skills?
- Is all information relevant to the job you are seeking?
- Is it a relatively complete and well-rounded overview?

Portfolio Review:

Preparing for the face to face interview includes reviewing your portfolio.

Did you include:

- diploma
- awards and Certificates of Achievement
- resume
- letters of reference from former employer(s)
- continuing education certificates
- memberships of Cosmetology organizations
- before and after photos
- other relevant documentation

Now would be the time to remove anything from your resume or portfolio that doesn't fit in with your overall purpose.

Now let's focus on wardrobe.

Since you have previewed the potential establishment, you now have an idea of what they consider the image appropriate for their salon.

You should try to mirror this as closely as possible.

You want to look like you could begin work the day you are interviewed with no changes needed.

You might be asked to return for a second interview so have ready a second outfit for that purpose.

Consider these points:

- Is your outfit appropriate for that position?
- Is it an up-to-date fashion and does it fit well?
- Are your accessories appropriately sized and not noisy?
- Are your fingernails clean and manicured?
- Is your hair style up to date and flattering?
- Ladies, is your make-up up-to-date and appropriate?
- Men, are you clean shaven and/or your facial hair appropriately trimmed?
- Is your cologne or perfume lightly applied?
- Are you carrying a handbag or briefcase but not both?

In addition to your resume and portfolio, you will need to have a list of names and dates of former employment, education and references.

Be ready for the questions!

You may not be a professional “interviewee” but there is a good chance that your future employer is a professional “interviewer”.

She will be ready to ask the hard questions whether or not you are ready to answer them, so be ready. There are certain questions that are often asked by employers.

You can be ready and even rehearse your answers. Get a friend or family member to **role-play**.

It's a great way to put yourself at ease with having to think on your feet.

Let's role-play right now!

Below are typical questions that are often asked during an interview.

What would be your answers?

What did you like best when your first began training in your field?
Are you regularly on-time for meetings and work-days?
What do you feel are your strongest skills? What areas do you feel are not as strong and why?

Are you a team player? Give me an example of when you were a team player.
Are you flexible? Give me an example of when you had to be flexible.
What is your ultimate career goal?
What days and hours are you available for work?
Do you have your own transportation?
Are there any problems that would prevent you from being employed full-time?
What assets would you bring to this position and to our salon?
Who is the most interesting person you have ever met? Why?
How do you handle difficult people?
How do you feel about retail?

- If you prepare ahead of time, you will be more relaxed and will give better answers.
- If you were told to be prepared to perform a service as part of the interview, you will need to prepare your model to ensure that she will meet interview standards.
- Discuss with her what to expect, what to wear, what not to wear and the need to arrive early.
- Gather all necessary gear to perform the service.
- Be careful to observe all modes of sanitation, storage and customary behaviors you normally would.

The Interview

Tips for the “face-to-face”:

- Be early.
- Smile.
- Use good posture at all times.
- Be courteous and polite at all times.
- Remain standing until asked to be seated or whenever you are aware that it is expected.
- Never chew gum or smoke even if offered to do so.
- **Do not bring food or drink.**
- Do not lean. Do not touch the interviewer except for a hand shake. Do not touch his desk or other items.
- Make a good first impression, be relaxed and confident.
- Speak clearly.
- Answer questions truthfully and do not speak longer than a couple of minutes about any given subject.
- Never criticize former employers.
- **Thank the interviewer at the end of the interview.**

You will be asked by the interviewer if you have any questions. Never say no! It shows interest and enthusiasm to be inquisitive about your new job.

Here are a few questions that you can ask.

May I review the job description?

Is there a salon manual?

How does your salon advertise?

How long do your employees usually work here?

Does your company offer continuing education?

Does your company offer benefits, medical insurance or paid vacations?

What is your compensation plan?

When will the position be filled?

Should I follow up with you about your decision or will you be contacting me?

It probably wouldn't be necessary to ask all of the questions listed above, however, do ask the questions that are most important to you.

Pay attention to the interviewer's reactions to your questions. You will most likely be able to discern when it is a good time to end the conversation.

Employment Application

Here is where you will use your prepared notes: dates of employment, addresses of former employers.

The application is always a mandatory addition to your resume. Employment applications will vary from company to company however there is a standard in which certain information is customary.

Read the following Sample Application:

Personal Information		
Date	Telephone	Social Security Number
Last Name	First Name	Middle Name
Physical Address		
Do you have relatives that are employed with X Company?		Name:
Were you referred to this salon?		Name:
Desired Position		
Date you can start	Salary desired	

Current Employer				
May we contact them?				
Have you ever applied for a position with our company before?				
Where?				
When?				
Education				
Name/ location of school			Years completed:	
Subjects studied:				
Additional subjects studied:				
What languages do you:				
Speak fluently?				
Read fluently				
Write fluently				
List any US Military Service		Rank	presently serving?	
Do you serve in the National Guard Reserve?				
Employment History				
List below the last three employers, beginning last one first.				
Date: month/year	Name and Address of Employer	Position	Reason for leaving	Salary
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
References:				
List names of 3 people not related to you that you have known for one year or longer.				
Name	Address	Business	Years known	

Physical Record
Do you have any physical disability that might affect your job performance?

Emergency Contact Person:
Name _____ Address _____
Telephone _____

I authorize all my statements in this application to be investigated. I understand that I can be dismissed from employment if any misrepresentation or omission of facts are present.

Signature _____
Date _____

Prospering in the Salon

There are many ways to ***prosper***.

You prosper in your relationship with other professionals.

You prosper in your relationship with clients and management.

You prosper financially.

One of the basic tools to measure prosperity as a salon professional is your finances and income.

Financial prosperity comes with successful business practices.

It's our reward for excellence.

The personal service industry can be very challenging, especially if you are ever mistreated or disrespected by the people that you serve.

Prosperity in the knowledge that you have lasting integrity and honesty with those that you serve and those that you work with is immeasurable.

Thriving or Surviving?

There are solid approaches to increase prosperity in the salon. Putting these approaches into action will help the salon professional to thrive.

Put others first. This sometimes means putting your own feelings aside while putting the client or the salon first.

Fulfill your word. Do what you say you will do. Be truthful and do not exaggerate.

Be on time. Your time is carefully scheduled and if you are late it will impact the client and your team. Arrive to work early enough to prepare your station and to prepare for your first client before she gets there.

Be grateful for your job. It is a privilege to have a job. Behave with a positive attitude and appreciation for it.

Be a problem solver. All places of employment has it's share of difficulties. You can assist in solving any problem that may arise. Think constructively and be the problem solver.

Respect all. No matter what is said or done, respect all at all times.

Learning for a lifetime. All of your professional life, there will be new things to learn. A mature professional always finds new things to learn.

The Team

It's a give and take world no matter what the job. You can't always be a taker, you must contribute. Whether you contribute much or little, no kind deed goes unnoticed. A salon is the kind of team environment that provides the opportunity to exercise great artistic freedom. Many people are not so fortunate as to have a professional license and would love to take your place. No matter what the challenge, it is indeed a privilege to be on the team.

Key Principles of The Team Mentality

To be a good team player you should:

Help others. Do things not only to help yourself be successful but be concerned with helping others succeed. Go beyond the call of duty from time to time when you see someone needs assistance.

Pitch in. Join in to do tasks. Be self motivated. Do things because they need to be done. Don't wait to be instructed.

Share your knowledge. We are all in this together and if you can mention something that can enhance the knowledge of others it is always a good thing.

Be positive. Don't join in with those that have negative attitudes. Speak positive and think positive.

Build relationships. Get along with others. Have conversations and build a relationship between you and other team members.

Resolve conflicts willingly. Find solutions and be quick to forgive. Quickly resolve unpleasant issues so they do not grow into bigger problems.

Be willing to be subordinate to your manager. All employees must be able to be instructed by their manager. You must make an effort to show you are willing to be instructed.

Loyalty. Be loyal to your manager and to your salon.

Please review the following definitions.

Glossary:

<i>enthusiasm</i>	en·thu·si·asm [en-thoo-zee-az-uh m] Origin: c.1600, from M.Fr. enthousiasme, from Gk. enthousiasmos, "be inspired," *ardent and lively interest or eagerness
<i>motivation</i>	mo·ti·va·tion [moh-tuh-vey-shuh n] Origin: 1873, from motivate. Psychological use, "inner or social stimulus for an action," is from 1904 *desire to do; interest or drive
<i>portfolio</i>	port·fo·li·o [pawrt-foh-lee-oh, pohrt-] Origin: 1722, from It. portafoglio "a case for carrying loose papers," from porta, imperative of portare "to carry" + foglio "sheet, leaf," from L. folium. *a flat, portable case for carrying loose papers, drawings, etc.
<i>posture</i>	pos·ture [pos-cher] Origin: 1595–1605; < French < Italian postura < Latin positūra. *A position of the body or of body parts.
<i>prosper</i>	pros·per [pros-per] Origin: mid-15c., from O.Fr. prosperer (14c.), from L. prosperare "to flourish, succeed." *to be successful or fortunate, especially in financial respects; thrive; flourish.
<i>relevant</i>	rel·e·vant [rel-uh-vuh nt] Origin: 1560, from M.L. Relevantem *bearing upon or connected with the matter in hand; pertinent:
<i>role-play</i>	role-play [rohl-pley] Origin: 1945–50 *to assume the attitudes, actions, and discourse of another, especially in a make-believe situation in an effort to understand a differing point of view or social interaction:
<i>subordinate</i>	sub·or·di·nate [adj., n. suh-bawr-dn-it; v. suh-bawr-dn-eyt] Origin: 1425–75; late Middle English (adj.) < Medieval Latin subōrdinātus past participle of subōrdināre to subordinate, equivalent to Latin sub- sub- + ōrdin- (stem of ōrdō) rank, order + -ātus -ate *placed in or belonging to a lower order or rank
<i>work ethic</i>	work ethic Origin: 1950–55 *a belief in the moral benefit and importance of work and its inherent ability to strengthen character.

Summary

By professionally applying employment principles, practices and theories, the salon professional will have the best chance to get the job. Applying what you have learned about getting the job, can greatly improve your chances among other employment candidates.

Credits, References, and Resources

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