Guidance on Business Attire

Types of Business Attire

Business Professional
Appropriate for interviews, career fairs, career treks, and some company presentations and corporate events.

Business Casual
Often used in less formal events, such as company information sessions. Interpretations of business casual can vary widely, but for students seeking employment, business casual should align with the more conservative end of the spectrum.

First Impressions Matter...
Make A Great One.

Business Professional
Jackets, Trousers, Skirts
Wool, lightweight wool blend suits (solid or light pinstripe)
Skirts knee length
Navy blue, dark gray preferable; black OK for skirt suits and dresses
Jacket and bottom pieces should match in both fabric and color

Tops, Shirts
100% cotton, cotton/poly blends, silk/silk blends (for blouses) with appropriate undergarments; neutral patterns, use color conservatively
With ties, use white or light blue shirts, conservative in color and pattern
All buttons buttoned with high-quality tie in conservative color/pattern; no low necklines for dresses/blouses (one button unbuttoned is OK)
Long sleeve preferable

Business Casual
Jackets, Trousers, Skirts
Cotton blend, heavyweight wools; cotton, linen or high-sheen silk OK for blouses
Pants/dresses in earth-tones, tan, grey, blue, black

Tops, Shirts
Medium weight sweaters, cotton or cotton blends
Top button unbuttoned with jacket; tie if no jacket
Long sleeve (or short sleeve, if a dress); shoulders should be covered
Earth-tones, ivory, black, dark shades

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What Not to Wear

Shirts
Short-sleeve, Trendy dress shirts, Untucked shirts, Flannel, V-necks, Tank tops, Muscle/ Athletic tees, Revealing necklines, Excessive ruffles, Spaghetti straps, Camisole-styles without a jacket, Halter tops, Strapless tops, Backless or sleeveless styles

Suit/Pants/Skirts
Too short or too long. Plaids/loud patterns, 3-piece suits, Sloppy or oversized, Khakis/Dockers, Too light “skinny” dress pants, Any shorts or capri pants, Minis, Skirts above the knee

Materials
See-through anything, Denim or spandex, 100% linen or any easy to wrinkle material, Worn out materials, Satin, Sequins, Rhinestones, Feathers

Colors
Harsh, Bright, Faded, Metallics/excessive shine, Gimmick styles, Garish prints, Outdated fads, Patterned or dark hose or tights

Shoes
Worn out shoes, Brightly colored shoes, Athletic shoes, Boots, Dock shoes, Platform, Stilettos, Strappy sandals, Heels taller than 3 inches, Sparkly shoes, Open-toed shoes

Rules for Accessories

<table>
<thead>
<tr>
<th></th>
<th>DO</th>
<th>DON’T</th>
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<tbody>
<tr>
<td>Jewelry</td>
<td>Minimal</td>
<td>Gaudy, statement pieces, costume jewelry</td>
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<tr>
<td>Earrings</td>
<td>Minimal</td>
<td>Dangling, large or multiple</td>
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<tr>
<td>Necklaces</td>
<td>Minimal</td>
<td>Crafts, costume jewelry</td>
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<tr>
<td>Bracelets</td>
<td>Minimal</td>
<td>Dangling, bangles, noisy</td>
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<tr>
<td>Scarves</td>
<td>Hand-rolled edging, silk, poly blends</td>
<td>Garish prints</td>
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<tr>
<td>Belts</td>
<td>Match shoes in color and material, simple buckle</td>
<td>Novelty, western, large and bulky buckles</td>
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<tr>
<td>Bags</td>
<td>Small, conservative handbag or business tote bag, black or brown polished leather bag</td>
<td>Satin or straw, fringed, loud prints, bright colors, large sack style, backpacks</td>
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<tr>
<td>Socks</td>
<td>Dark colors best, lightweight, matching your pants, long enough so skin doesn’t show when you cross your leg</td>
<td>Sport socks, thick, heavy, white, bright colors or busy patterned hosiery</td>
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<td>Shoes</td>
<td>High sheen leather, black, navy or brown, thin soles, classic heel no higher than 3”, matching color to belt</td>
<td>Chunky, stilettos, spike heels, open-toe, canvas, athletic, sandals, boots</td>
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<tr>
<td>Ties</td>
<td>Silk, conservative color/pattern (limited to three colors)</td>
<td>Bow ties, loud print/colors, gimmicky “cute”</td>
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General Tips

Hair: Clean and neatly styled, no wet hair, no bright/excessive colors or hairstyles (if you are interviewing in more conservative industries you may need to go for a shorter haircut)

Facial Hair: Clean shaven (especially for conservative industries like banking or consulting) or trimmed very neat

Shoes: Polished and in good condition

Details: Remember to remove tags, suit tacking stitches, loose threads, lint, and have clothes well pressed; the stitched tag label on the outside of suits should be removed; do not button the bottom button on your suit jacket

Nails: Clean, trimmed, neatly manicured, no extreme colors or lengths

Cologne/Perfume: Use very little or not at all, clothes should be odor free (no smoke or food smell)

Breath: Fresh! Keep mints nearby, but no gum chewing!

Tattoos: Cover all tattoos

Backpacks: Do not take a backpack to an interview

Padfolio: Opt for a padfolio to hold interviewing documents (resume, references, notes, etc.) versus a briefcase; padfolio should be a dark leather or synthetic material

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