

What To Wear & What Not To Wear: Professional and Business Casual Attire

You only have a short time to make your first impression, and that impression can last forever- make sure it's a good one! Your appearance can tell another person a great deal about you, so follow these guidelines when selecting what to wear for networking opportunities with alumni or prospective employers, and for interviews.



Men's Professional Dress

A two piece suit; black, charcoal, or navy are traditionally accepted colors, however other dark colors like olive green are fine, a tie (solid color or a simple pattern); a white or conservatively colored dress shirt (button all buttons). Dark shoes are preferred; black or brown depending on the color of the suit. Make sure you wear the correct color of socks with your suit- white socks **do not** look good with a dark suit! Minimize or avoid the use of cologne to prevent triggering an allergic reaction in your interviewer.



Men's Business Casual Attire

Shirt – Acceptable attire includes a shirt with collar; a sweater or vest over a shirt with a collar; a dress shirt without a collar; a turtleneck; a sweater over a shirt without a collar. A tie is not necessary for business casual. T-shirts or sweatshirts **are not** appropriate for a professional setting.

Slacks – Appropriate attire includes a pair of slacks or trousers, usually in black, navy, charcoal, gray, or khaki. Jeans, sweat pants, athletic pants, or shorts **are not** acceptable business casual attire. As with full professional dress, make sure that your socks and shoes are a color fit for your slacks.

Shoes/Belt - Be sure to wear a belt and shoes that are in good condition. Athletic shoes, slide-ons, and flip-flops **are not** acceptable in a professional environment.



Women's Professional Dress

A two piece pants or skirt suit: black, charcoal, or navy are the most conservative colors, however most dark colors are fine. A blouse with collar (**not** low cut or sheer); dark shoes are preferred, closed-toe. When choosing shoes, it is preferable to have a low to moderate heel- try to avoid the lack of professionalism that comes from limping or wobbling due to shoe discomfort or impracticality. Jewelry and makeup should be conservative and worn in moderation. Minimize or avoid the use of perfume in order to avoid triggering an allergic reaction in your interviewer.

Women's Business Casual Attire



Shirt - A dress shirt with a collar; a blouse without a collar; a dress sweater; a turtleneck; a sweater over a shirt with a collar. As with professional attire, make sure that your shirt or blouse is not sheer or low cut, and try to avoid distracting patterns or painfully bright colors. Blouses should either have sleeves or be covered by a jacket or cardigan- **no** sleeveless tops!

Slacks - A pair of dress slacks/trousers typically in black, charcoal, gray, or khaki. Jeans, sweat pants, shorts or athletic pants **are not** acceptable attire.

Skirt - If you choose to wear a skirt, it should fall at the knee or slightly below the knee when standing and cover your thighs when you sit. Hosiery should be worn and should be a solid (**not** print) material that coordinates with your skirt and shoes.

Shoes - Shoes should be in good condition. Athletic shoes, sandals, and flip-flops **are not** acceptable.
