



PROFESSIONAL ATTIRE GUIDELINES

Your appearance and attire is an important part of making a positive first impression during job interviews, career fairs, networking events, etc. In general, you will want to follow companies' dress codes once you're hired. Some companies prefer business casual while others may require a business professional dress code. Be sure to check with your supervisor if you're unsure.

General Guidelines

These general guidelines are provided to eliminate bias or discrimination, where possible, so that your qualifications rather than your appearance stand out. Please follow them to your comfort level.

- Good hygiene** (some suggestions include cleaning your nails, grooming your facial hair, and abstaining from strong perfumes. Hair styles can be an important part of identity, culture, or religion and we encourage you to present your most authentic, professional self)
- Clothing/Accessories** (some suggestions include ensuring there are no loose threads in clothing; checking that skirts are not shorter than 1 inch above the knee in length; avoiding bright colors or busy patterns; wearing simple jewelry or watches; carrying small purses or briefcases; having a tie that touches the belt line; or covering tattoos. We encourage you to avoid T-shirts; jeans; flip-flops; or sneakers)

Business Professional

This is the most conservative type of business clothing. Business professional is typical for job interviews and some companies may require a business professional dress code.

- Business suit, pants, or skirt** (black, dark grey, brown, or navy colored; tailored fit, neither tight nor loose; fabric of top and bottom pieces match; knee length skirt; pinstripe or solid color shirt; tie)
- Closed-toe dress shoes** (solid, dark, or neutral color; heels no more than two inches; dark socks or neutral hosiery)
- Belt matches shoes**



Business Casual

Business casual dress code is less formal and often a daily dress code for some companies.

- Khaki, corduroy, cotton, or twill pants or skirts**
- Sweaters and cardigans**
- Shirts** (polo/knit; collared; button-down)