Professional Attire Tips

On-Campus or other formal interview

- Normally expected: Tailored, dark-colored matched suit with a shirt and tie or blouse; can be a skirted suit or “trouser” suit for women. Referred to as “Business Formal”, “Business Professional”, or “Business Attire”. White shirts and blouses are most formal.

- Exceptions to the rule: More creative or informal companies that allow for more colorful dress and/or less traditional suit options; Companies that are extremely casual and give you direction on different “Attire for Interview” information.

Informational interviews

- Normally expected: Matched suit or business informal*; business casual also may be appropriate. Attire depends on the company.

- *“Business Informal” is a dress code that includes a blazer or jacket, but is not a matched suit. (Navy blazer for men is a very common dress alternative for some business events.)

- Exceptions to the rule: Depends on the meeting location as well as company environment.

Business Casual

- A dress code that specifies wearing attire that is acceptable for an office but does not require wearing a matched suit; varies depending on the type of business and workplace.

- Normally expected: No suit required but no jeans or sweats.

- Exceptions to the rule: Offices that permit jeans or sweats, or forbid all casual wear.

Image and Attire tips-General (For interviews and other career events)

- Properly tailored suit and other professional clothing.
- Professional laundry and dry clean recommended.
- Style hair conservatively.
- Have your shoes shined.
• Limit your jewelry.
• Take out piercings (for women, a pair of earrings is acceptable).
• Conceal tattoos.
• Avoid fragrance.
• Avoid smoking immediately prior.
• Personal hygiene is important.

Image and Attire tips-Men
• (For interviews and other career events)
• Wear a belt & dark trouser socks.
• Proper tie length: tie should hit middle of belt.
• Sleeve length: 1/8” to ¼” below jacket sleeve.
• Clean shaven or neatly groomed facial hair.
• Shirt color from most conservative to less conservative:
  white, blue, ecru, solid pastels, stripes

Image and Attire tips-Women (For interviews and other career events)
• Shoes should be closed-toe.
• Heel height from 1-3 inches—dependent on suit as well as heel structure
  (Make sure you can walk comfortably).
• Wear hosiery: non-patterned.
• Style hair neatly: recommend pulled back.
• Apply make-up conservatively.
• Avoid revealing tops: camisoles are not appropriate for interviews.