

# 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 1/4" 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.