

A Complete Guide to Dress Codes

Professional Development Week and other College of Business events enable you to practice dressing for a business-climate. In a conservative business climate where most of you will go to work, appearance *does* matter. *If you are in doubt about how to dress for a business-related event, it is best to err on the side of conservatism.*

Business Professional Dress Code Standards:

Women:

- Solid color, conservative suit
- Coordinated blouse
- Moderate shoes
- Limited jewelry
- Neat, professional hairstyle
- Tan or light hosiery
- Sparse make-up and perfume
- Manicured nails, no chipped polish
- No body piercings or tattoos showing

Men:

- Solid color, conservative suit
- White long sleeve shirt
- Conservative tie
- Dark socks, professional shoes
- Very limited jewelry
- Neat, professional hairstyle
- Go easy on the aftershave
- No body piercings or tattoos showing
- Neatly trimmed nails

Business Casual Dress Code Standards:

Business casual is crisp, neat, and should look appropriate even for a chance meeting with a CEO. It should **not** look like cocktail or party or picnic attire.

Men:

- No jacket
- Tailored slacks
- Long sleeve shirt (in a color other than the usual white or light blue)
- Tie - optional
- Pressed, clean khakis, no cargo pants
- Long sleeve shirt in lt. blue or conservative stripe
- 3 button polo style shirt w/or w/o sweater

Women:

1. Business casual means slacks or a business skirt. Slacks need to fit nicely, not tight and business skirt needs to be no more than 2" above knee.
2. Select clean, wrinkle-free clothes.
3. Wear a good-quality blouse or knit shirt. Nothing tight or showing cleavage. Include a casual blazer or cardigan if appropriate.
5. Wear pressed khakis or other slacks, or a dress or skirt. If a dress is sleeveless, wear a blazer or cardigan over it. Never show cleavage or shoulders.
6. Wear shoes that are comfortable and appropriate for your outfit. Funky platform athletic shoes or strappy sandals might be formal enough for some events; however, not for professional events or interviews. It's more professional to wear closed-toed leather shoes. Avoid worn-out shoes.
7. Keep the makeup light. Let your natural beauty shine through.
8. Accessorize with a silk scarf or classic bracelet to give your casual outfit a polished look. No large jewelry.

Tips:

A basic pair of black slacks is a must for any work wardrobe.

Business casual attire is more formal than weekend wear. Faded T-shirts, shorts, torn clothing and risqué attire are not appropriate.