

GUIDELINES FOR BUSINESS ATTIRE

Always present a neat, well-groomed, and professional appearance in a business setting. When in doubt, it is probably best to stick with a suit regardless of where you are going UNLESS you have received specific information to the contrary.

For Women:

Suit: In most business settings, it is recommended that women wear suits in plain, neutral, or dark colors (black, navy, brown, grey). In organizations that are less formal (possibly non-profit, education), one might consider a sweater set and skirt, or a dress, rather than a full suit. Skirts should be knee-length. Tailored pantsuits are appropriate.

Shirt: Wear a tailored blouse underneath the suit jacket. White or ivory or a light tone that matches your suit is appropriate. Short-sleeved blouses are preferred over sleeveless blouses.

Shoes and Hosiery: Basic pumps, polished, with medium to low heels are appropriate; they should be dark and match the interview suit (or be a shade darker). Hosiery should be sheer and a neutral color.

Jewelry: Simple jewelry is best, with no dangling bracelets or large, chunky jewelry to interrupt your conversation.

Cologne, Cosmetics: Be conservative with perfume and makeup; when in a small space, even a little perfume may be too much, particularly if someone has an allergy, so consider not wearing any. Nail polish should be a light shade or clear.

Hair: Styling should be simple and should not distract from your focus on the interview.

For Men:

Suit: It is recommended that men wear dark or grey suits (solid or subtle pinstripes). In organizations that are less formal, possibly non-profit, education), one might consider a blazer, shirt, and tie rather than a full suit.

Shirt: Dress shirts should be solid, preferably white, cream, or pale blue. Be sure that the shirt and suit are pressed/ ironed.

Tie: A variety of ties may be worn, keeping in mind that muted colors in solids, stripes, or small patterns are preferred.

Shoes and Socks: Make sure that your shoes are polished. Leather, lace-up, or slip-on business shoes, preferably in black or cordovan, are preferred. Socks should be a dark color (never white) and of mid-calf height so that no skin is visible when you sit down.

Cologne: Minimize or avoid that use of cologne. People around you can perceive it as too strong or someone in your party may be allergic.

Hair and Facial Hair: Neatly groomed hair is appropriate. If you happen to have long hair, consider putting it in a ponytail to keep it off your face. Beards and mustaches should be well groomed.

Jewelry: Wear a conservative watch. If you choose to wear other jewelry, be conservative. Be aware that earrings may not always be viewed positively.