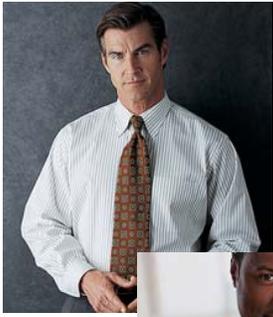


Dress for Success!

Specifics for Men's Business Casual



Ties:

Ties are generally not necessary for business casual, but if you are in doubt, you can wear a tie. It never hurts to slightly overdress; by dressing nicely, you pay a compliment to your host.

Shirts:

Long-sleeved shirts are considered dressier than short-sleeved and are appropriate even in summer. Choosing white or light blue solid, or conservative stripes is your safest bet. Polo shirts (tucked in, of course) are acceptable in more casual situations.

Socks:

Wear dark socks, mid-calf length so no skin is visible when you sit down.

Shoes:

Leather shoes should be worn. No sandals, athletic shoes or hiking boots.

Facial hair:

Just as with interviews: Facial hair, if worn, should be well-groomed. Know your industry and how conservative it is; observe men in your industry if you are unsure what's appropriate or are considering changing your look.

Jewelry:

Wear a conservative watch. If you choose to wear other jewelry, be conservative. Removing earrings is safest. For conservative industries, don't wear earrings. Observe other men in your industry to see what is acceptable.

Specifics for Women's Business Casual

Don't confuse club attire with business attire. If you would wear it to a club, you probably shouldn't wear it in a business environment. Also, most attire worn on television is not appropriate for business environments. Don't be deluded.



Pants / skirts:

Women can wear casual pants or skirts. Neither should be tight. Fabrics should be crisp; colors should generally be solid; navy, black, gray, brown and khaki are always safe bets. For the most business-like appearance, pants should be creased and tailored; neither extreme of tight or flowing.

Skirt length and slits:

Your skirt should come at least to your knees while you are standing. While you are seated, your thighs should be covered. If your skirt comes to just below the knee, a slit to just above the knee might be acceptable. A very long skirt should not be slit to above the knee. Generally slits in the center back of a skirt — to facilitate walking a stair climbing — are acceptable.

Shirt / sweaters:

In addition to tailored shirts or blouses, tailored knit sweaters and sweater sets are appropriate business casual choices for women. Cotton, silk, and blends are appropriate. Velvets and shimmery fabrics suitable for parties are not appropriate. Fit should not be tight.

Jewelry / accessories:

Wear a conservative watch. Jewelry and scarf styles come and go. Keep your choices simple and leaning toward conservative. Avoid extremes of style and color. If your industry is creative, you may have more flexibility than someone pursuing a conservative industry.

Shoes:

Should be leather or fabric / microfiber. Appropriate colors are black, navy and brown (to coordinate with your other attire and accessories); white and pastels are not appropriate. For the most conservative look, toes should be covered. Sandals which are neither extremely dressy or extremely casual might be appropriate. Thin straps and high heels are not appropriate. Chunky heels and platforms are not appropriate. Make certain you can walk comfortably in your shoes; hobbling around a job fair in shoes that are pinching your feet does not convey a professional image.