

Professional Dress Guide

Business Professional – Tier 1

Interviews, Job Fairs



Interview Setting:

- Corporate environments or prestigious companies; Management or higher-level administrative roles

Attire:

- Black or navy blue suit, solid white blouse or collared shirt, conservative tie, closed-toe shoes

Business Professional – Tier 2

Interviews, Job Fairs, Formal Networking Events



Interview Setting:

- Positions in social and health services, government, education, liberal arts

Attire:

- Black, navy, grey, or taupe suit, sports coat with tie, shirts with conservative prints and color acceptable

Business Casual – Tier 1

Social/Casual Networking Events, Business Meetings



Attire:

- Workplace appropriate outfit accompanied by a jacket, moderate prints and colors acceptable

Business Casual – Tier 2

Workplace Attire, Conferences, Seminars



Attire:

Collared shirt with optional tie, dresses with sleeves, conservative blouses, flats or heels

**Reference your workplace attire protocol for further guidance*

Additional Guidelines for Business Professional Attire

Females:

- All skirts must touch the top of your knee cap
- Pantyhose must be worn with skirts
- Heel height between 1- 3 inches; avoid flats
 - o Loafers, wedges, kitten heels are all acceptable

Jewelry:

- Minimal jewelry; earrings close to ear lobe, one per ear
- Avoid trendy or colorful jewelry
- Watches are acceptable

Piercings/Tattoos:

- All non-traditional piercings must be removed i.e. ear, tongue
- Tattoos should be covered completely

Hair:

- Females: Hair can remain down as long as it does not get in your eyes or become a distraction
- Males: Facial hair is acceptable but must be neatly groom

Personal Belongings:

- You may bring one purse or briefcase-type bag, in addition to a folder or portfolio