Dress for Success
Guidelines for Workplace Attire

Interview Attire

Men:
- Choose a two-piece suit in a conservative color (dark navy or gray).
- Select a white button-down shirt and conservative tie (simple pattern or solid color) that matches well with your suit.
- Nicely polished dress shoes and a belt that matches the shoes.
- Choose dark socks that cover the leg when you are seated.

Women:
- Choose a conservative suit (dark navy, gray, brown, or beige).
- Skirts should hit slightly below the knee.
- Select a white or light-colored blouse. Be sure it is not sheer, low-cut, or pulling at the buttons.
- Shoes should be low (1-1 ½” heels) and should not be open-toe.
- Pantyhose should be conservative in color and check for runs.

Additional Tips for Men and Women:
Before an interview, be sure to have:
- Clean, trimmed fingernails.
- Well-groomed hairstyle (and facial hair).
- Minimal jewelry and no visible piercing beyond conservative ear piercings for women.
- No cologne or perfume.
- Fresh breath and no candy or gum in your mouth.

**It is best to select quality over quantity when investing in interview attire. Spend a little more for a few select pieces of superior quality that will last for a long time.

Business Casual Attire

Men:
- Khakis or other tailored slacks
- Collared long-sleeve shirt (light blue or a conservative stripe) with or without a sweater
- If you have a shirt with your company’s logo embroidered on it, this is another option
- Tie – usually optional
- Leather shoes and matching belt

Women:
- Casual pants – they should be pressed, fitted but not tight, and solid colors (navy, black, gray, brown, or khaki)
- Skirts with an appropriate slit
- Tailored shirts, blouses, or sweaters – they should not be too tight
- Casual jackets or vests are appropriate
- Leather flats or shoes that do not have thin straps or a very high heel

**It is best to check a company’s policy before wearing jeans. If you do wear jeans, they should not have holes or be too worn.

Information obtained from:
http://career.quintcareers.com/dress_for_success.html
http://career.humanresources.com/Business_Casual.htm