

Business Attire

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Importance of Appropriate Attire

First impressions can be lasting impressions, so it is essential to always dress appropriately for interviews, recruiting events, or any situation where you may be formally or informally evaluated. In interviews or networking situations, inappropriate attire can be distracting to employers, and most individuals want to be judged based on their skills, accomplishments, and their ability to respond intelligently to interview questions, not their attire. Although important, your attire and grooming should only take a supporting role in an interview. Dressing appropriately for an interview signals to the recruiter that you care about the interview and that you understand the employer and their industry. It is safest to adhere to the Business Professional dress guidelines, detailed in this guide, for any interview unless you have been given other instructions from the employer.

Types of Business Attire

Business Professional: In situations where you will be formally evaluated, such as in interviews, dressing in business professional is the best option. For students, business professional dress is a conservative suit with the jacket and bottom pieces matching in both fabric and color. See the detailed descriptions later in this guide.

Business Casual: For less formal events, like information sessions, students may choose to wear business casual. However, do not be fooled; business casual is a safe, less-structured, middle-of-the-road interpretation of day-to-day business attire. At this level, jackets and blazers are optional, but preferred. Be sure that arms are covered with a cardigan, pullover sweater, or long sleeve shirt. See the detailed descriptions later in this guide.

Casual: You may be lucky enough to attend some type of casual extracurricular activity with an employer, such as a baseball game. This event may seal the deal for you, so making the right impression is extremely important. Dress appropriately for the weather and activity, but as always, remember modesty. This look has only two pieces (top with a skirt or slacks), yet must still look good in the office. Asking the recruiter is always a good safeguard against dressing too formally or too casually.

Examples of common business attire situations:

Business Professional

Interviews
Office Visits
Career Fairs

Business Casual

Networking Receptions (usually)
Information Sessions
Etiquette Dinners

Note: No matter what the recruiter wears for your interview, the appropriate attire for you as a student being interviewed is business professional. Remember, the recruiter already works for the company; YOU are the one being evaluated.

Women's Attire

BUSINESS PROFESSIONAL

BUSINESS CASUAL

Jackets, Skirts, Pants

Fabric	Wool, lightweight wool blend skirt/pant suits, skirt length should not go above knee	High sheen silk, cotton, cotton blends
Colors	Black, dark gray, navy blue	Earth tones, gray, navy blue, medium blue, black
Buttons	Matching fabric-covered or dark resin	Metal gilt (e.g., silver), white, or clear plastic

Tops, Blouses, Shirts

Fabric	Silk, silk blends, cotton/poly blends	Cashmere, knit twin sweater sets, lightweight sweaters, 100% cotton
Collars	High, standup, with notches, sharp points	Mock turtleneck, soft rounded points
Sleeves	Long sleeve dress shirt	Long or short sleeve; avoid sleeveless ensembles
Colors	White, cream, or other conservative colors	Pastels, earth tones, cream, black, darker shades of any color; avoid neon colors and garish prints

BUSINESS PROFESSIONAL

BUSINESS CASUAL



Men's Attire

BUSINESS PROFESSIONAL

BUSINESS CASUAL

Jackets, Trousers

Fabric	Wool, lightweight wool blend two-piece matching suit (no vests)	Cotton blend, wool
Colors	Black, dark gray, navy blue	Black, dark gray, navy blue, tan
Buttons	Dark resin	White plastic

Shirts

Fabric	100% Cotton, cotton/poly blends	Cashmere sweaters, textured cotton blends, medium weight sweaters
Collars	High, standup, sharp points	No Polo shirts
Neckline	All buttons buttoned with high quality silk tie in conservative color	Top button unbuttoned with no tie
Sleeves	Long sleeve dress shirt	Long sleeve dress shirt
Colors	White, light blue, or other conservative colors	Pastels, earth tones, cream, black, darker shades of any color; avoid neon colors and garish prints

BUSINESS PROFESSIONAL

BUSINESS CASUAL



What Not to Wear: Women

SHIRTS	SKIRTS/PANTS	MATERIALS	COLOR	SHOES
Revealing necklines	Minis, skirts above the knee	Chiffon or see-through ANYTHING	Harsh colors, bright, garish prints	Platforms, stilettos, sandals
Excessive ruffles	Skirts/pants that are too tight, "skinny" dress pants	Denim or spandex	Metallics or excessive shine	Heels taller than 2.5-3 inches
Spaghetti straps, camisole-styles	Any shorts or capri pants	100% linen or any easy to wrinkle material	Gimmicky styles, fads	Brightly colored dress shoes
Halter tops, strapless tops, backless styles	Plaids, pinstripes	Satin, sequins, rhinestones, feathers	Faded colors	Open-toed shoes, any type of boot



What Not to Wear: Men

SHIRTS	PANTS	MATERIALS	COLOR	SHOES
Trendy dress shirts	Too short or too long	See-through ANYTHING	Harsh colors, bright, garish prints	Worn out shoes
Un-tucked shirts	Plaids, pinstripes	Denim or spandex	Metallics or excessive shine	Brightly colored dress shoes
V-necks that expose chest hair	Sloppy or oversized	100% linen or any easy to wrinkle material	Gimmicky styles, fads	Athletic shoes, flip-flops
Tanks tops, muscle or athletic tees	Khakis (beige slacks are okay)	Worn out materials	Faded colors	Any type of boot



Do's and Don'ts of Accessories: Women

	DO	DON'T
Jewelry	Gold or silver	Gaudy, statement pieces
Earrings	Pearl, diamond, gold, or silver studs, 1 per ear	Dangling, large, or multiple
Necklaces	Pearls, gold, silver	Crafts
Scarves	Hand-rolled edging, silk, poly blend	Garish prints
Rings	1 ring per hand	Thumb rings
Bracelets	Solid cuffs, tennis bracelets	Charm or jangly bracelets
Buttons	Same color or darker than the jacket	Novelty
Watch	Gold/stainless steel metal link band in proportion to your body structure	Cloth, plastic, bright colors
Belts	1-inch, material matches shoes, simple buckle	Chain link or ornate belt buckle, rhinestones
Purses	Black or brown polished leather, minimum hardware, just one bag or tote	Satin or straw, fringed, loud prints
Portfolio	Black polished leather	
Hosiery	Always wear hose in sheer or skin-tone	White or black hosiery, sport socks, prints
Shoes	High sheen leather, black or navy, classic heel 1 ½ -2 ½ inch heels or flats	Stilettos, spike heel, platforms, boots



Do's and Don'ts of Accessories: Men

	DO	DON'T
Jewelry	Minimal	Necklaces
Earrings	Never	Never
Rings	1 ring per hand	Thumb rings
Bracelets	Never	Never
Buttons	Same color or darker than the jacket	Novelty
Watch	Gold/stainless steel metal link band or padded leather band	Cloth, plastics, bright colors, sports watch
Belts	1-inch, material matches shoes, simple buckle	Novelty, western/over-sized buckles
Portfolio	Black polished leather	
Socks	Dark solid colors, lightweight, matching your pants	Sports sock, thick, heavy, white, prints
Shoes	High sheen leather, black or brown, lace up shoes, thin soles	Chunky, waffle soles, canvas, athletic/sport, sandals, boots

General Grooming Tips

Hair: Clean and neatly styled, no wet hair, no over the top colors or hairstyles; **Men**—if you are interviewing in more conservative industries you may need to go for a shorter haircut, **Men**—trim chest hair (no hair visible at the neckline).

Shoes: Polished and in good condition.

Details: Don't forget to remove tags, suit tacking stitches, loose threads, lint, etc. The stitched tag label on the outside of men's suits should be removed.

Nails: Clean, trimmed, neatly manicured; **Women**—no extreme colors, length, or patterns of any kind.

Cosmetics: Makeup should be conservative; aim for a natural, polished look.

Perfume/Cologne: Use very little or not at all, clothes should be odor free (no smoke smell!).

Facial Hair: Clean shaven or trimmed very short and neat.

Tattoos: Cover all tattoos if possible.

Piercings: Remove all facial and body piercings; **Women**—one earring per ear, **Men**—no earrings

Backpacks: Do not take a backpack to an on-site interview. For on-campus interviews you can leave it in the cubbies in the interview suites or check out a locker in the BBA Career Services Office (CBA 2.116).

Purse: A small, conservative handbag or business tote bag is acceptable. Bag should coordinate with shoe color.

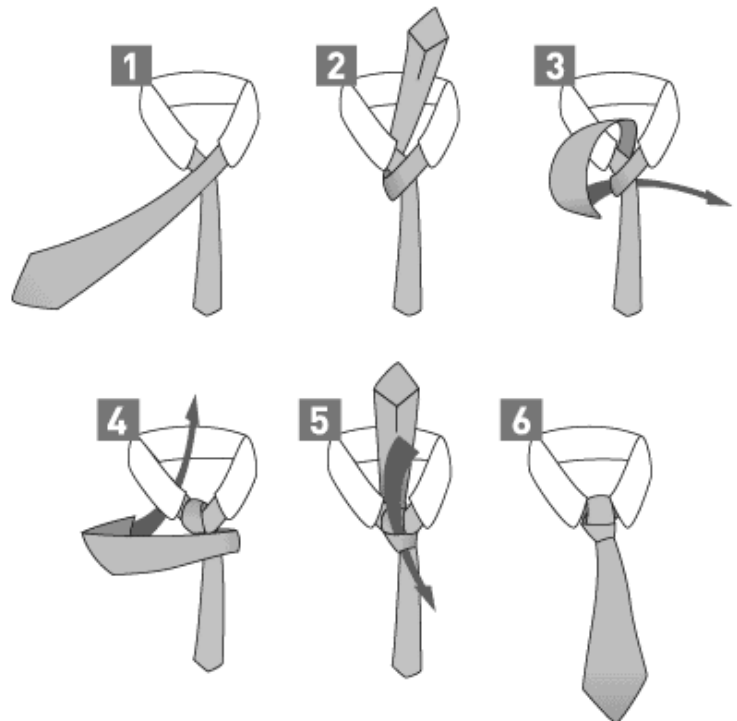
Padfolio: Opt for a padfolio to hold interviewing documents (resume, references, notes, etc.) instead of a briefcase. Padfolio should be a black, navy, or dark brown, leather or synthetic material.

Instructions for Tying a Tie

Select a plain colored, high-quality, non-distracting, conservative dark blue or dark red tie made of 100% pure silk.

How to Tie a Simple Half Windsor Knot:

1. Place the necktie around your neck with the wide part of the tie on your left side. Take the wide end of the tie and cross it over the narrow end at a 90 degree angle.
2. Pull the wide end of the tie around the part on your right side of the collar. Pull it behind the tie.
3. Then pull it slightly tight and back around the narrow end of the tie. As a tip: Hold the half finished knot in place with your left hand.
4. Pull the wide end behind the tie and around back to the front side of the narrow end. Then, just like before, pull the wide end of the necktie around the part located on your right side near your collar. Don't pull it tight, but make sure you have a loop on the front of the unfinished Windsor.
5. Pull the wide end through the loop.
6. Slightly tighten the knot and you are done tying a half Windsor tie knot.



Source: <http://www.tie-knots.org/how-to-tie-a-half-windsor-necktie-knot.html>

Additional videos and picture instructions can be found at Tie-Knots.org.