

Professional Dress for Men & Women

Men's Interview Attire



Tip: Interview attire for men is a full suit with matching jacket and pants. A crisp, collared shirt should be worn with a black belt and tie. Shoes should be a complementary color.



Standard



Tip: A three-piece suit is acceptable for an interview. However, a suit with mismatched pants and jacket is not a good choice. The picture on the right demonstrates inappropriate interview attire, but is acceptable as business professional attire that could be worn to work on a daily basis.



Added Color



Three-Piece

Mismatched

Men's Business Professional



Tip: Business professional attire should be worn during the most professional situations at work, such as presentations or meetings. Ties dress up a business professional look, while sweaters dress this look down. But, either look is acceptable.



Men's Business Casual



Sweater

Tip: Business casual attire should be worn (depending on the industry) in every-day work situations. A sweater or nice collared shirt without a tie is acceptable. Khaki slacks are also perfect for the business casual look.



Collared Shirt w/o Tie



Polo

Tip: Polo shirts are a great option for business casual, as long as they are worn with nice slacks. However, jeans are unacceptable in this category, even when worn with a collared shirt and jacket. In addition, shirts should always be tucked in.



Jeans

Men's Formal Attire



Tip: Formal attire should be worn to any black tie event, such as awards presentations. Keep in mind the location of the event when deciding what to wear. This type of dress is typically specified on the invitation. Black two or three-piece tuxedos with a bowtie are perfect for formal attire. However, the most formal look in this category is the white tux with black bowtie.



Women's Interview Attire



Tip: The most traditional option for women's interview attire is a black skirt suit. Skirt suits are highly recommended for women in fields such as accounting and education. Pants suits are acceptable in most fields, and suits of other neutral colors are also acceptable. Professional suits come in a variety of styles.



Tip: In any interview situation, a matching top and bottom should be worn. Also, limit suit options to a skirt or full-length pants—not shorts or Capri pants.



Women's Business Professional



Tip: Business professional attire should be worn for the most professional situations at work, including meetings and presentations. Many styles that are acceptable for business casual attire are too informal for professional wear.



Tip: For women, the best choice for business professional attire is a suit in a neutral color with either long pants or a skirt. Women should wear either a collared shirt or a simple shell top underneath a suit. Shirts should be a relatively subtle color that is flattering to the wearer. With skirt suits, nude or black pantyhose should be worn. Dress shoes should be worn. Unlike interview wear, tops and bottoms do not necessarily need to match; complementing colors and subtle patterns such as pinstripes are okay.



Women's Business Casual



Tip: Women have a range of options for business casual attire, which is worn for everyday work situations. Either pants (slacks, not jeans) or skirts are acceptable. A variety of tops, including blouses and sweaters, may be worn as long as they are comfortable, flattering, and fit well.



Tip: Styles to avoid include short skirts, skirts with revealing slits, outfits with a lot of ruffles or flounces, and any outfit that shows excessive skin.



Women's Formal Attire



Tip: For formal (black-tie) work functions, the floor-length evening gown remains the most appropriate choice.



Tip: Shorter dresses (knee-length) can be acceptable if they are not too revealing, but a short dress is not as formal as a long one. Avoid dresses with very short skirts, and those with spaghetti straps and overly revealing necklines.

