

PROFESSIONAL DRESS & GROOMING

Professional appearance is a critical part of your professional image. How you look tells an employer much about personal pride in your profession. When attending any of the below listed events it is best to dress professionally.

- Career Expo
- Industry Open Houses
- On-Campus Interviews
- Off-Campus Interviews
- Co-op Interviews and Co-op Jobs
- Student Employment Interviews
- Industry Guest Lecture Programs
- Class Presentations
- Campus Ambassador Program
- On/Off Student Employment
- National Student Organization Conferences
- Internships / Externships

PROFESSIONALISM



GUIDELINES FOR PROFESSIONAL DRESS & GROOMING

Corporate Conservative

Corporate meetings
Interviews
Presentations
Executive level positions

MALE

- Shoes that hold a shine (black, brown, or cordovan)
- Socks must match the suit
- Suit: Two or three piece (navy, brown, dark grey, olive green)
- Belt should match shoes
- Undershirt should be worn
- White long sleeve or off-white shirt
- Conservative tie that compliments the suit
- Clean-shaven
- Hair should be neat and trim
- No body piercings
- Jewelry should be restricted to a watch and/or a ring
- No earrings
- Any tattoo should be covered

FEMALE

- Shoes: Should be shiny. Heels should be no higher than 2 inches; slip-on or tie with heel, no open toe, black, navy, dark brown, dark green, dark grey
- Hosiery is a must (neutral shades)
- Suit: Two piece skirt or pant suit with blouse. Skirt length should be one inch above the knee or longer. Colors should be solid tones; stay away from bright colors.
- A conservative style blouse should contrast with the suit
- Hair should be neat and trim pulled away from the face
- No body piercings
- Make-up should be kept simple
- Jewelry should be simple
- Nails should be short and clean
- Any tattoo should be covered

Daily Professional

Daily business setting
Conference/seminars
Business social events
Meetings

MALE

- Shoes that hold a shine (black brown, or cordovan)
- Socks should match slacks
- Belt should match shoes
- Suit: Two piece suit. Dress pants with shirt, tie and jacket
- Undershirt should be worn
- Conservative tie that compliments the attire
- Long sleeve shirt (neutral color or striped)
- Clean-shaven
- Hair should be neat and trim
- No body piercings
- Jewelry should be restricted to a watch and/or a ring
- No earrings
- Any tattoo should be covered

FEMALE

- Shoes: Should be shiny. Slip-on or tie with heel. No open toe. In neutral color.
- Hosiery should be worn in appropriate shades (black, navy, dark brown, dark green, dark gray)
- Suit: Two piece skirt or pant suit. Business dress. Professional pants and blouse. Skirt and blouse. Skirt length should be one inch above the knee or longer. Colors should be dark or neutral colors, earth tones work best.
- Hair should be neat and trim pulled away from the face
- No body piercings
- Make-up should be kept simple
- Jewelry should be simple (do not over accessorize)
- Nails should be neat and trim
- Any tattoo should be covered

Business Casual

Designated casual days
After-hour events
Business travel
Business retreats

MALE

- Shoes: casual or dress shoes (Black, brown, cordovan, beige)
- Socks that match pants
- Pants: dress pants or dress slacks
- Shirt should be long sleeved in any color
- Belt should be worn
- Undershirt should be worn
- Tie is optional
- Hair should be neat and trim
- Clean shaven or neatly groomed moustache/beard
- Jewelry should be restricted to a watch and/or a ring
- No body piercings
- No earrings
- Any tattoo should be covered

FEMALE

- Shoes: Flats or heels in dark or neutral colors
- Hosiery should be worn in appropriate shades
- Apparel: Pants or slacks with shirt or blouse.
- Skirt with shirt or a blouse. Skirt length should be one inch above the knees.
- No jeans.
- Casual dress or jacket is appropriate.
- Colors/prints are acceptable.
- Hair should be neat and brushed
- Make-up should be kept simple
- Jewelry should be simple
- No body piercings
- Nails should be neat and trim
- Any tattoo should be covered

Casual

Company outings
Business travel
Casual social events

MALE

- Shoes: casual or dress shoes (Black, brown, cordovan, beige)
- Socks should match pants
- Pants: casual slacks/khakis
- Shirt short or long sleeve in any color
- Sweater in any color
- Belt should be worn
- Hair should be neat and trim
- Clean shaven or neatly groomed moustache/beard
- Jewelry should be at a minimum
- No body piercings
- No earrings
- Any tattoo should be covered

FEMALE

- Shoes: Flats or heels in dark or neutral colors
- Apparel: Pants, slacks or skirt with shirt or blouse. Cardigans / sweaters.
- Skirt length should be one inch above the knee or longer.
- No jeans.
- One piece dress.
- Color/prints are acceptable
- Hair should be neat and brushed
- Make-up should be kept simple
- Jewelry should be at a minimum
- No body piercings
- Nails should be neat and cleaned
- Any tattoo should be covered