Guide to Dressing Professionally in the Workplace

Business Professional Attire

- Business attire involves wearing a skirt suit or pant suit.
- Traditional suit colors: navy, charcoal, grey, and brown. Charcoal suits can be paired with black belts and shoes, while the others can paired with brown belts and shoes.
- If the suit is patterned, it is advisable to wear a plain shirt.
- The shirt should be pressed, not transparent, and not a distracting color.
- Skirts should not be too tight and traditionally fall around the knee. Stockings and hose are appropriate.
- Socks usually match the color of the pants.
- Ties can be patterned or plain, however, if worn with a patterned shirt should be plain and vice versa.
- Shoes should be cleaned and shined and heels should not exceed 3.5 inches.

Tips

- Keep jewelry and accessories to a minimum
- Nails should be clean and neatly trimmed

Business Casual Attire

- Skirts, pants, dresses, and long sleeve shirts are appropriate for business casual.
- Similar to business professional, clothing should not be too tight and should be pressed.
- Sweaters, scarves and jewelry are acceptable so long as they are not extreme in style or color.
- Patterned shirts are acceptable and a sweater may be worn over shirts.
- Ties are not necessary.
- Shoes should be conservative and polished. Shoes, belts, and socks should match.

Tips

- Perfume or cologne should be used sparingly
- White socks should be avoided