

# Dress for Success Quick Reference Card

## Guidelines for dress

### General guidelines

The following guidelines should be followed when preparing what to wear on a job interview:

- Always dress one step above the dress code for the position you are interviewing.
  - If the position you are seeking requires employees to wear a button-down shirt and slacks, you should most likely dress in business formal (for example, dark suit, light shirt and dark tie). On the other hand, if the position allows its employees to wear jeans and a polo shirt to work, you should forgo the suit and tie and instead wear a button-down shirt with slacks or khakis.
- Ensure clothes are without stains, fraying or holes.
- Ensure fingernails are clean, short and without distracting/chipped polish.
- Avoid perfume or cologne.
  - Be conscious of the staying power of tobacco products in the smell of your clothes and hair as well.
- Carry gum or mints — use when needed but do not go into an interview with either in your mouth.
- Makeup should be natural and classic.
- Shave or neatly trim your facial hair.
- Do not show your lingerie, tattoo(s) or too much skin.
- Remove visible piercing(s).

### Guidelines for men

In addition to the general guidelines, men should also follow the below guidelines:

- Shoes should be shined or polished.
- Make sure pants are ironed.
- Avoid crazy printed ties or brightly colored shirts.
- Always wear a belt.
- Always wear an undershirt and ensure no chest hair is showing.

### Guidelines for women

In addition to the general guidelines, women should also follow the below guidelines:

- Make sure skirts and dresses are the correct length whether sitting or standing.
- Make sure pants are not too tight.
- Wear only a small amount of jewelry.
- Wear appropriate undergarments and hosiery.
- Avoid sheer or thin fabrics that may be seen through.
- Make sure hair is neatly combed or pulled back.

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## Examples of acceptable dress

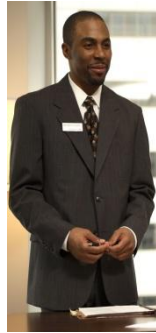
### Specified dress code

#### Men

#### Women

Business formal dress includes:

- Dark suit
- Light-colored shirt
- Dark tie
- Leather dress shoes
- Matching leather belt



Business semi-formal dress includes:

- Button-down shirt
- Dark slacks/skirt
- Leather dress shoes
- Matching leather belt
- No tie or coat



Business casual dress includes:

- Polo shirt
- Khakis or slacks
- Dress
- Leather dress shoes
- Matching leather belt
- No tie or coat

