Attire Guidelines

Your appearance is part of the first impression you give to an employer. When you first meet an interviewer, they immediately start forming opinions about your level of professionalism and cultural fit within their company based on your appearance. If you don’t make the right first impression, it can cost you a job opportunity.

Here are some basic guidelines on dressing for success:

- Hair should be clean, well-groomed and out of the eyes.
- Nails should be well-manicured. If you wear nail polish it should be in a conservative color and not chipped.
- Ensure you smell as good as you look. This means deodorant, and minimal amount of cologne or perfume. Some people are allergic or sensitive to scents and you do not want this to derail the interview.
- Tattoos and non-traditional piercings should be covered.
- Teeth should be clean and breath should be fresh. It’s always a good idea to carry mints, but you should never chew gum in an interview.
- Clothes should be clean, neatly pressed, and fit properly. Also double check for loose strings or tags, and that you have removed tacking stitches if the suit is new.
- Bring a padfolio or small briefcase to keep your paperwork and items organized. You should not carry a backpack or other large bag into the interview.

Additional Guidelines for Men:

- A solid color conservative (Black, blue or grey) two-piece matched suit is always the best and safest choice.
- Long sleeve, clean and ironed, button down dress shirt (wrinkles communicate that you didn’t take time to prepare and you don’t care about the interview).
- A conservative tie (solid color or basic pattern), do not wear novelty ties or anything too trendy.
- Matching dress socks in a DARK COLOR. The interviewer will notice.
- Leather, lace-up or slip-on business shoes in good, polished condition. Additionally, your belt should match your shoes.
- Facial hair, if worn, should be well-groomed. Otherwise you should be clean shaven.

Additional Guidelines for Women:

- A solid color conservative two piece matched suit – it can be comprised of a professional dress and blazer, a skirt and jacket or pants and a jacket.
- Dress or skirt length should be to the knee and cover your thigh when sitting. A small back center slit is appropriate.
- A tailored blouse, knit sweater or shell in a solid color or fine print. It should not be too low cut or have gaping buttons when sitting.
- Pantyhose/hosiery (sheer or plain) should be worn in cold weather or in especially conservative environments.
- Shoes should be flat or a medium high heel with a closed toe in a color complimentary to your suit.
- Jewelry should be limited, conservative and not distract the interviewer (no dangling earrings or stacked bracelets).
- Makeup, if worn, should be minimal and natural, nothing too heavy or dark.
General Rules

Clothes should be:
- Well fitting
- In good condition
- Wrinkle-free

Neat & Clean Shoes
(no flip-flops!)

Shoes & belt should match as well as the color of your socks and pants.

Skirts & Dresses
Should hit at or just above the knee. Your thighs should be covered when you sit down.

No More
Than 3 pieces of jewelry

Business Professional
(interviewing for full-time jobs or internships)

Suit Jacket & Pants/Skirts
Should be the same color.

Colors should be:
- Solid, dark, & neutral colors
- Worn with lighter colored shirts underneath
- No bold prints or bright colors

Dresses
Are OK for everyday attire, but not for the interview.

Jacket sleeves
Should land just below the wrist.

Business Casual
(daily work wear)

Colors
Beyond the dark neutral palette & subtle patterns are acceptable.

Ties
Are optional

Blazers & Cardigans
Are another good option.

Nice slacks
Casual dresses & skirts

No jeans or athletic wear

Low key shoes
Like flats, nice boots, and low heels are acceptable.

1-2 inch close-toed heels

Men's Wear

Dress shoes

Lastly,
1. Front pockets should be emptied.
2. Bring only essentials (wallet or a structured purse)
3. Personal items & phones can be kept in the car.