

Misc. Guidelines

Backpacks, book bags: If you can go to the interview without your backpack, do so. Carry a portfolio with a notepad, copies of your resume, a pen and other pertinent information. Ladies, if you carry a purse, keep it small.



Check your attire for missing buttons, stains, loose threads, external tags and tacking stitches from new cloths.



You are not expected to be able to afford the same clothing as a corporate CEO. Do invest in quality that will look appropriate your first two or three years on the job. One good quality suit is sufficient for a job search if that is all your budget permits. Vary your shirt/blouse, tie/accessories.



If you smoke, be sure you cloths are odor free and do not smell like smoke.



Check your breath before your interview. Be sure to dispose of gum or mints.

There are no secrets to success. It is the result of preparation, hard work and learning from failure. -- Colin Powell



Student Services

Career Services

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Career Attire Guide

Don't confuse interview attire with social event attire. By dressing appropriately and neatly, you will demonstrate respect for the person you are meeting.



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WOMEN

Two piece suit (skirt/pants)

Most interview settings will call for a two piece suit. A skirt is desired, however tailored pantsuits are appropriate. Pants should be creased and tailored, not flowing. A professional looking skirt should end at the knee when standing and cover your thighs when seated. A longer skirt (calf length skirt) is also acceptable however, make sure the skirt is narrow enough not to bulge but not so narrow that you can't go up stairs comfortably. A small back, center slit in a knee length skirt and a slit to the knee in a calf length skirt are accepted.



Color and fabric

Dark colors are recommended: black, navy, dark gray, brown are safe choices. Stick with the basics and avoid trends and extremes. Choose a solid color or delicate weave pattern or plaid that looks solid from a distance. Acceptable fabrics include: wool, wool blends, and high quality blends and synthetics



Blouse

A tailored blouse underneath your suit works best. White or light beige or a light tone that matches your suit is appropriate. A small print that coordinates well you're your suit is appropriate. Short-sleeved blouses are favored over sleeveless blouses. Do not show cleavage!



Shoes and hosiery

Choose comfortable basic leather closed-toe pumps. Medium or low heels are appropriate. Shoes should be dark and match the interview suit OR a shade darker. Hosiery should be sheer and a neutral color, no patterns. Carry a spare pair of hosiery with you in case of an accidental run!

MEN

Two-piece suit

Dark, navy or gray suits (solid or subtle pinstripes) are most conservative for men. Avoid color trends and stick with the basics. Choose a solid or understated weave pattern or plaid. Wool, wool blends and high quality blends with natural fibers are acceptable fabrics for a conservative men's suit.



Shirt

Dress shirts should be long-sleeved, even in summer! Choose white, cream or pale blue OR conservative stripes. Be sure the shirt and suit are pressed / ironed.



Tie

Choose good quality silk ties. Avoid fashion extremes. Traditional colors in solid stripes or small pattern are preferred.



Shoes, socks and belt

Invest in a good pair of leather, lace-up or slip-on business shoes, preferably black. Make certain your shoes are polished. Socks should be a dark color (never white) and mid-calf height so that no skin is visible when seated. Belt should be black or cordovan leather to match your shoes.

Business Casual Dress

Slacks, Pants, and Suit Pants Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, short shorts, shorts, Bermuda shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as bike clothing.

Skirts, Dresses, and Skirted Suits Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be no shorter than four inches above the knee. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets Casual shirts, golf shirts, dress shirts, sweaters, tops, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the office.

Shoes and Footwear Loafers, boots, flats, clogs, dress heels, and leather deck shoes are acceptable. Wearing no stockings is acceptable if the look is appropriate to the outfit. Flashy athletic shoes, flip-flops, slippers, and any shoe with an open toe are not acceptable in the office.

GROOMING WOMEN

Hair should be neat and clean. Style should be simple and should not distract you from your focus on the interview. If you color your hair, natural colors work best.

Jewelry should be simple. Wear a conservative watch. Avoid extremes. No dangling bracelets or large clunky jewelry to interrupt your conversation. Removing all visible body piercing is safest. However, one pair of earrings is acceptable.

Cosmetics and fragrances should be conservative. A little is usually better than none for a polished look. Nails should be clean and well groomed. Avoid extreme nail length and polish color, stick with light colors and clear. Do not overuse cologne, many interviews take place in small spaces and if your interviewer is allergic, it could be an unpleasant short interview.



MEN

Hair and facial hair should be well groomed.

Jewelry should be kept to a minimum. Wear a conservative watch and ring. Removing visible body piercing is safest.

Fragrance may be worn in moderation. Many interviews take place in small spaces and if your interviewer is allergic, it could be an unpleasant short interview.