

Dress for Success

Attire Guidelines

Proper attire for men & women includes:

- Properly ironed attire that is not too tight
- Clean, polished conservative shoes (solid, dark color; no sneakers or flip-flops)
- Belt that matches shoes
- Well-groomed hairstyle
- Clean and trimmed fingernails
- Light portfolio/folder or purse
- No/minimal cologne/perfume
- Empty pockets (no bulges or tinkling coins)
- No gum, candy, or cigarettes (do not smoke directly before entering an interview)
- No visible tattoos or body piercing (nose rings, eyebrow rings, etc.)

Note: If you are unsure how to dress for a meeting or event, when in doubt, it is almost always better to err on the side of conservatism and go with business professional.

Business Professional Attire

Business professional is recommended for interviews and career fairs:

For Men:

- Conservative suit (matching pants and jacket) in solid black, navy, taupe or grey
- Conservative long-sleeved shirt (light color is best) tucked in with belt
- Dark dress shoes
- Socks that match your pants
- Necktie should be a conservative pattern and properly tied
- Neat and trimmed facial hair
- No earrings (if you normally wear one, take it out)
- No jewelry (other than wedding ring)



For Women:

- Conservative suit (matching pants/skirt and jacket) in solid black, navy, taupe or grey
- Conservative long-sleeved shirt/blouse (light color is best)
- Skirt should be knee length or longer
- Conservative dress shoes (3" heel or less) and hosiery (no opened toed shoes)
- Limited jewelry: no more than one ring on each hand, one set of discreet earrings only
- If you wear makeup or nail polish, keep it simple and natural (conservative)



Business Casual Attire

Business Casual may be appropriate for the workplace, as well as networking events and business socials.

For Men:

- Conservative, solid color slacks
- Conservative long-sleeved shirt tucked in with belt (jacket/blazer/sweater and necktie optional)
- Dark shoes
- Socks that match your pants
- Neat and trimmed facial hair
- No earrings (if you usually wear one, take it out)
- No jewelry (other than wedding ring)



For Women:

- Conservative solid color slacks or skirt (knee length or longer)
- Conservative long-sleeved shirt/blouse
- Conservative dress shoes (3" heel or less) and hosiery
- Limited jewelry: no more than one ring on each hand, one set of discreet earrings only
- If you wear makeup or nail polish, keep it simple and natural (conservative)



Sample outfit images were put together from items in the [Walton College Career Closet!](#)