



# Dress tips for Interviews and Career Fairs

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## **MEN AND WOMEN**

- Two piece matched suit is always the best and safest choice
- Everything should be clean and well pressed
- Keep jewelry to a minimum
- No visible body art. Cover tattoos with clothing if possible
- Breath mints—use one before greeting the interviewer, employer representative
- No gum, candy or cigarettes
- Use perfume/colognes sparingly

## **Women**

- Suit with a skirt or a business pantsuit are both acceptable
- Stick with navy, blue, tan, gray, burgundy, black and beige as clothing color choices. Try to use solid colors or conservative prints
- Tailored blouse with a conservative neckline that coordinates nicely with your suit preferable white, off-white, or neutral colored
- If you wear pants, they should be creased and tailored, not tight or flowing
- Skin-colored hosiery or hosiery that coordinates with your suit
- Shoes should be closed-toe with low moderate high heels. Try dark leather, low-heeled pumps
- Briefcase or portfolio in place of a handbag or purse
- No excessively long fingernails. Use conservative nail polish; avoid unusual colors (e.g., green, blue, lavender)
- Small stud earrings instead of dangling or oversized earrings
- Use accessories in moderation. Use the Rule of 13: If you can count more than 13 accessories including buttons, bracelets, rings, earrings, and watch, you are overdoing it

## **Men**

- Long sleeved dress shirt (even in summer) in white or light blue

- Two-piece business suit (solid dark blue, gray or other dark color is best)
- Dark socks, mid-calf length; avoid light colored socks with a dark suit
- Business style leather shoes (lace-up or slip-on) polished and buffed.
- A watch and possibly a ring are the only pieces of jewelry you should wear. No earrings (if you normally wear one, take it out)
- Match shoe and belt color; don't mix black and brown
- Briefcase or portfolio
- Make sure your tie, when knotted, comes to the middle of your belt buckle

## **BUSINESS CASUAL ATTIRE**

(Acceptable at many career fairs, but when in doubt, dress up!)

### **Do's for women**

- Dress "casual" style pants (i.e., Dockers or Gap) and a collared shirt, golf shirt, turtleneck shirts and/or sweater
- Dress slacks instead of dress casual slacks
- Skirt and a collared shirt, blouse, turtleneck or sweater
- Same as above, but add a blazer
- Appropriate business style dresses

### **Do's for men**

- Dress "casual" style slacks (i.e., Dockers or Gap) and a collared shirt, golf shirt, turtleneck shirts and/or sweater
- Dress slacks instead of dress casual slacks
- Same as above, but add a sport coat

### **General business casual don'ts**

- Denim jeans
- Warm up suits, sweat pants
- Open-toed sandals

- Provocative clothing, including excessively short skirts or dresses, tube tops
- Clothing with insignias /slogans
- Spandex
- Sneakers/tennis shoes
- Bare legs/feet, shorts
- Shoes without socks
- Skorts
- Capri pants
- Sweatshirts
- Hats or caps
- Hiking Boots
- Thong shoes/flip flops
- Tank tops or T-shirts

### **ADDITIONAL TIPS**

1. Clothing should always be neat (pressed and clean) and professional.
2. It is best to be overdressed instead of underdressed
3. Don't neglect personal hygiene
  - Overall look should look professional and clean
  - Hair should be clean, trimmed, and combed or styled
  - Fingernails should be neat, clean and trimmed
  - Teeth should be clean
  - Perfumes and colognes should be applied sparingly

### **GENERAL PROFESSIONAL ATTIRE**

#### **Do's for women**

- Shirts should be loosely fitting and not reveal undergarments
- Skirts and dresses should be approximately 2 inches above or below the knee and side slits should not exceed 1 inch
- Shoes should have closed toes and the heel less than 2 inches
- Keep the makeup light and natural looking
- Use perfume sparingly
- Wear pants that fit comfortably with or without a crease

#### **Don'ts for women**

- Spandex or tight clothing
- Shorts or skorts
- Halters, tube tops, or sheer shirts
- Sandals
- Tacky or oversized jewelry
- Bare feet or legs
- Spaghetti-strap dresses

#### **Do's for men**

- Always wear a tie
- Shoes that are polished
- Belts that properly match the shoes
- Facial hair should be neat and clean
- Shirts that are loosely fitting
- Pants that fit comfortably with or without a crease

#### **Don'ts for men**

- Ties which include cartoon characters or inappropriate pictures
- Excessive jewelry
- Belts that have large buckles
- Scuffed or worn shoes
- Shoes without socks

#### **Don'ts for men and women**

- Visible body piercing, including nose, eyebrow or multiple earrings in one ear
- Baggy, sloppy, tight or ripped clothing
- Athletic wear such as sweats, t-shirts or sneakers
- Excessive perfume, cologne or after-shave