

## WHAT IS BUSINESS CASUAL ATTIRE?

### MEN

**SHIRTS:** Choose shirts that have collars, such as long-sleeve button down shirts, polo shirts or golf shirts. Always tuck the shirt in and pair the shirt with an appropriate belt. For business casual, no tie is necessary. A sweater vest over a dress shirt or a blazer is acceptable.

**PANTS:** Wear pant styles such as khakis, dress pants, trousers and corduroy pants. Jeans are not considered business casual. No cargo pants.

**SHOES:** Select formal shoes and don't forget the dress socks. Stick to black, brown, or grey shoes and socks. Oxfords, lace-ups, and loafers are all standards.



### WOMEN

**SHIRTS:** Women have a few more options in this department than men. Blouses, plain shirts, sweaters, turtlenecks and vests are all acceptable. Tucked-in or un-tucked can both work, depending on the shirt. No sleeveless shirts. No cleavage or undergarments visible.

**PANTS:** Options for pants such as khakis, corduroy pants, or dress pants. Jeans are not allowed and are not considered business casual. No cargo pants.

**SHOES:** Try footwear such as low heels (provided you can walk in them) dress boots, flat trouser shoes. Must be closed-toed. No heels higher than 2 ½ "

**SKIRTS/DRESSES:** Remember that skirts and dresses are acceptable as long as the hem falls at or below the knees. If you are concerned it is too short, check with a teacher or Career Center staff. Neither should be skin-tight. No sleeveless or low-cut dresses.



### IMPORTANT DO'S AND DON'T

#### DO!

- Do comb and style hair – no hair/bangs in the face or hanging in the eyes
- Men, please do shave
- Women, if you wear nail polish, please choose conservative colors
- Women, wear only one earring per ear, if you choose to wear them
- If you have tattoos, do cover them
- Practice good hygiene – brush teeth, use deodorant

#### DON'T

- Do not wear sneakers, gym shoes, sandals, flip-flops or other open-toed shoes
- Do not wear sports shirts, sweatshirts, sports team jackets or athletic socks
- Don't wear shorts, capris, jeans or ha
- Do not wear tight or revealing clothing – no visible undergarments
- If you have any facial or tongue piercings, do not wear jewelry in them
- Never chew gum!