Career Management Office

Dress Etiquette

**Business Professional** Appropriate for interviews, employer information sessions & guest speakers

- Matching jacket and pants; conservative in color
- Long-sleeved (summer included), button down shirt (with a plain white t-shirt underneath)
- Tie; the color and pattern should be conservative
- Dark socks and Oxford type dress shoes
- Matching jacket and pants or knee-length skirt; dress and jacket also an option
- Tailored blouse or sweater that matches the suit, not overly revealing or show much skin
- Sheer trouser socks or tights (subtle or no pattern)
- Low to moderate heel, closed toe or business professional flats

**Business Casual** Appropriate for school events

- Neat, clean, pressed slacks or khaki style pants
- Polo style or button-down shirt, or a sweater
- Sport jacket
- Business appropriate footwear including loafers (closed toe shoes)
- Dresses, skirts, slacks at knee-length (at least)
- Polo style or button-down shirt or a sweater
- Jacket
- Business appropriate footwear

**General Tips**

- Clothes should fit well and be clean; nothing too tight or extremely loose.
- Colors, patterns, and accessories should be conservative (*navy, black, brown or neutral shade of grey*); too bright, bold or flashy can be distracting too an interviewer.
- Freshly bathed/showered and use deodorant; heavy cologne/perfume can distract the interviewer. Fresh breath.
- **Women:** Clean, dry, and well-styled hair, nails should be clean, pick out classic pieces of jewelry to compliment your outfit
- **Men:** Clean, cut, and well-styled hair, keep your facial hair well groomed, nails should be short and clean, select a traditional looking cufflink pair

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