



General rule: Whatever the office style is, you should dress one level higher for your interview. For example, if the office you want to work for primarily dresses in **business casual**, then dress **business formal** for your interview.



Dressing for an Interview

Offices fall under four general styles of attire (listed in ascending order of formality)



1. Casual

Shorts, jeans, sneakers
All colors



2. Business Casual

Attire: Skirts/slacks (no jeans), sweaters, cardigans, polos, button-ups
Tie optional
Colors: Subtle shades of many colors such as blue, gray, white, tan, rust
Keep patterns small
Jewelry: Acceptable as long as it's not flashy
Shoes: Polished
Hair: Styled



How can I find out what employees at the company usually dress?

- ▶ Physically visit the organization and observe what employees are wearing. Make sure it's not a "dress down" day for them
- ▶ Call the hiring manager or human resources department and ask what the dress code is
- ▶ Ask recruiters at a job fair

If you're unsure what to wear, dress more conservatively. It's better to be overdressed than underdressed!

3. Business Formal

Attire: Matching jacket and skirt/slacks
A professional tie
Colors: Subtle colors such as gray, navy, tan, or light blue
Jewelry: Minimal, small earrings, small necklace, ring, watch
Shoes: Polished
Hair: Out of face



4. Business Conservative

Attire: Matching jacket and skirt/slacks
Long-sleeved button-up shirt
A conservative tie
Colors: Conservative colors such as black, navy, white, and dark gray
Jewelry: Limited, a watch or ring
Shoes: Closed-toe, black stockings
Hair: Out of face

