Interviews still require business formal attire while other corporate meetings and events can be attended in business casual. Almost two thirds of workers today wear business casual clothes regularly to work.

Here are some basic guidelines and website references to clarify the dress code when the corporate/company event you plan to attend requests that you achieve a certain look.

**Business Casual for Men**
- Basic business casual dress is generally considered a polo shirt/khaki/navy pant combo.
- Dockers and a button down shirt kick the concept up a notch. The key to this look is wearing a shirt that has a collar.
- Add a sports coat to achieve a dressy, casual look.
- Shoes should be tie or loafer style but never tennis shoes, boots or beach sandals.
- Belts, shoes and socks should compliment the outfit. Matching belts and shoes as a rule of thumb is complimentary. No white socks.
- No short sleeve shirts with a tie, shirts with logos, wrinkled clothing or denim jeans.

**Business Casual for Women**
- Women should select pantsuits that coordinate in color or may opt for khaki/navy pants with a polo or long sleeve button blouse.
- Skirts and dresses can also be considered casual dress worn with hose/stockings. If a skirt is worn, utilize a simple buttoned shirt or blouse.
- Closed toe shoes should be worn. Never sandals.
- Avoid any shirts with logos, flannel pullovers or any jean type or denim pants.

**Business Formal for Men and Women**
- For men, the standard look for business formal attire is dress slacks (not Dockers) with matching coat and white or blue shirt with coordinating tie.
- For women, a solid color dress or matching skirt and coat with hose/stockings and heeled pumps. A white or complimentary color blouse should be worn under the suit. A muted color scarf is acceptable.
- Jewelry for men and women should be kept to a minimum. A watch, wedding ring, earrings for women that are not dangling and distracting.
- Shoes for men that are considered formal are usually leather that lace-up.
- Shoes for women need to be closed toe flats or low heels with nylons. No sandals or open-toed shoes.

Employers set the dress code and it is quite noticeable when not adhered to. Creating a positive first impression by presenting a professional appearance are critical elements in your job search. When Career Services publishes an employer event, we will state the dress code the employer has requested.

To view examples of business casual attire:

http://www.eddiebauer.com/eb/default.asp  
http://www.Landsend.com  
http://www.Manslife.com  