# **Interview Attire**

## **INTERVIEW BUSINESS FORMAL**

### **MATCHED SUITS**

* Grey, blue, or black
* Solid colors are best, subtle stripes OK
* No cling or shine
* Suit pants and jackets must be identical

### **PANTS VS. SKIRTS**

* A skirt suit is considered more formal
* Skirts should fall to the knee or below
* Pants should be tailored to fit without being overly tight or dragging

### **HOSIERY/SOCKS**

* Formal workplaces will expect panty-hose with skirts
* Socks should coordinate with suit—same shade or a shade darker
* Solid color socks or with subtle design
* NEVER wear white/athletic socks

### **GROOMING/ACCESSORIES**

* Nails should be clean and groomed
* Keep makeup conservative
* Conceal tattoos and remove facial piercings
* Avoid using perfume or cologne; others may be allergic
* Watch/jewelry should be minimal and subtle
* Use briefcase/pad folio or small purse

### **DRESS SHIRTS/BLOUSES**

* Pressed, clean, and well-tailored
* White, ivory, or light blue are best
* Solid colors or subtle patterns are best
* Avoid lace, ruffle, and shiny fabrics

### **SHOES**

* Choose basic, conservative shoes that look clan and polished
* Neutral colors, like black, navy, or brown, recommended
* Must match conservative tone of suit
* Should have closed toe and heel
* If wearing heels, low heels recommended (2 ½” or lower)

### **TIES/BELTS**

* Coordinator tie with suit and shirt
* Belt should match shoe color, no larger or flashy belts

## **WHEN TO WEAR IT**

Q: When should I wear business formal?

A: Business formal is always the safest bet for an interview. Also wear business formal to the Career Fair if you are looking for full-time work or if you are a business student.

Q: What if I am overdressed?

A: It is much better to be overdressed than underdressed.

Q: When can I get away with NOT wearing business formal?

A: One instance is if the interviewer explicitly says to wear Business Casual, then you could do that. Another instance is if you don’t own a suit and cannon borrow one. In that case, just wear the nicest thing that you own (i.e. dress shirt, slacks, tie).

## **WHAT’S THE DIFFERENCE?**

* Men’s Business Formal
* Men’s Business Casual (Interview)
* Men’s Business Casual (Office)
* Women’s Business Formal
* Women’s Business Casual (Interview)
* Women’s Business Casual (Office)

THE RULE OF THUMB IS THAT YOU DRESS ONE OR TWO LEVELS HIGHER THAN THE JOB THAT YOU’RE APPLYING FOR.

## **INTERVIEW BUSINESS CASUAL**

### **PANTS/SLACK/KHAKIS**

* Pants should be tailored, not too tight
* Cotton, wool, or micro-fiber
* Darker=dressier; lighter=more casual
* NEVER wear jeans or cargo pants

### **SKIRTS/DRESSES**

* Conservative pants, suits, skirts and dresses are all acceptable
* Skirts and dresses should be knee length
* A variety of colors and patterns are OK, but sold tones or subtle patterns are safer

### **JACKETS/BLAZER**

* Sold Shade or subtle design
* Create more professional look
* Can be removed to create more casual look

### **TIES/BELTS**

* Make a casual look more formal
* Belt should match show color; no large or flashy belts

### **SHIRTS/BLOUSES/SWEATERS**

* Many choices are available, but use discretion when considering cut, fabric, or formality
* Long-sleeve button-down is more business-oriented
* Crisp, clean, and pressed
* Soft pastel colors and subtle patterns are recommended
* Should be well-tailored to fit without cling
* Avoid flashy, shiny or revealing looks
* NO t-shirts

### **SHOES**

* Clean, polished, neutral tone
* Style and color must match outfit
* Should have closed toe and heel
* Avoid high heels (less than 2 ½“)
* Flats are okay, heels look more formal

### **GROOMING/ACCESSARIES**

* Same as business formal

## **WHEN TO WEAR IT**

Q: When could business casual be appropriate for an interview?

A: Business formal is always the safest bet for an interview. However, if the interviewer explicitly says to wear business casual, then you could do that. Also, business casual could be appropriate for internship interviews. If not sure, you could always ask the interviewer or call the employer’s office and ask the secretary

Q: What if I am underdressed?

A: If you are concerned about being underdressed, then wear business formal. It is much better to be overdressed than underdressed.

Q: Business casual is anything I would wear in an office setting, right?

A: Business casual for an INTERVIEW is going to be a step more formal than what might be appropriate business casual once you have the job/internship.

## **COMMON MISTAKES**

* Too much makeup
* Messy hear/appearance
* Hair in front of eyes
* White/athletic socks
* Heels too high
* Difficulty walking
* Brightly colored heels
* Skirt too short