Business Casual vs. Business Professional
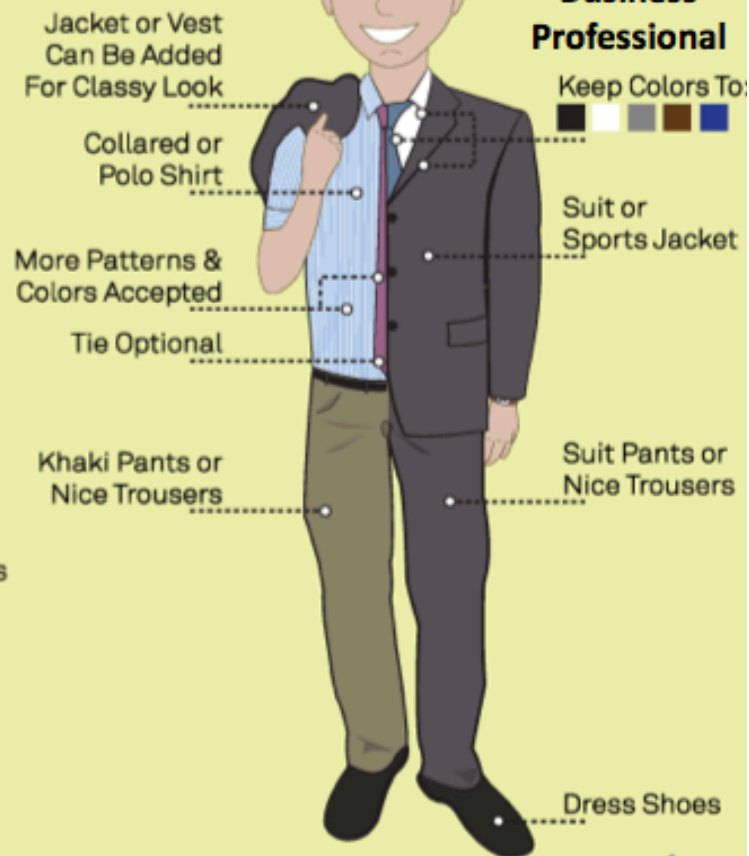
Have an interview or professional event coming up? Learn how to decode dress code.

Business Casual

Suit Jacket or Cardigan Can Be Added for a Classy Look

More Colors & Patterns Acceptable

Khaki Pants, Nice Trousers, or Fingertip-length Skirt

Flats or Heels Acceptable

Business Professional

Keep Colors To:

Suit Jacket or Business Dress

Suit Pants or Slacks

Skirts & Dresses Extend to Knee

Low-Heels Acceptable

Business Casual

Jacket or Vest Can Be Added For Classy Look

Collared or Polo Shirt

More Patterns & Colors Accepted

Tie Optional

Khaki Pants or Nice Trousers

Business Professional

Keep Colors To:

Suit or Sports Jacket

Suit Pants or Nice Trousers

Dress Shoes

Tips for Success in Any Business Situation

1 When in doubt, dress conservatively.

2 A suit (suit & tie for males) will suffice in most situations

3 Make sure your outfit is wrinkle-free.

4 Stick with solid colors and tighter-woven fabrics or simple patterns.

5 Accessories should be kept simple: basic pumps, modest jewelry, light make-up & light perfume.

6 Wear a belt and a watch.

7 Be sure your hair is neatly trimmed or groomed. Avoid the "messy" look.

8 Shirts with lettering or graphics should not be worn.

9 Check your outfit for missing buttons, lint, or a crooked tie.

10 A skirt should be no shorter than the tips of your middle fingers (or just above the knee for good measure).