



## PROFESSIONAL DRESS GUIDELINES

---

You only make a first impression once, so choose your interview wardrobe thoughtfully. Allow plenty of time to select a suit and accessories that will enable you to do the following:

- Project a professional image
- Feel comfortable, confident, and secure

### GENERAL GUIDELINES

- Good hygiene is essential. Take a shower, use deodorant, brush your teeth, comb your hair, and shave.
- Your nails should be neat and clean.
- Avoid overpowering aftershave, cologne, or perfume. It could trigger an allergic reaction with interviewers.
- Bring a clean handkerchief to blot away perspiration if you feel this could be an issue.
- Your clothing, shoes, and accessories should be neat, clean, and in new or like-new condition.
- Bring a leather or leather-like padfolio for taking notes.
- Don't smoke before an interview since the odor will linger on your clothes and breath.
- Don't consume alcohol the night before. You want to be fully alert for the interview.
- Do not chew gum, eat candy, or smoke cigarettes during an interview.
- Turn your cell phone and any other electronic devices off.
- Arrive early and check your appearance in a mirror.

After the door closes on your interview, will the recruiters be discussing your credentials or your terrible fashion sense?

### GUIDELINES FOR WOMEN

- Wear a conservative, well-fitted suit in a dark color. Stylish, professional pantsuits are acceptable, but when in doubt, wear a skirt suit. The hem of the skirt should be no shorter than two inches above the knee.
- Select a blouse that is not too tight, sheer or revealing.
- Wear appropriate undergarments.
- Do not wear anything considered sexy.
- Choose neutral, non-patterned nylons in skin tone. Bring an extra pair in case of runs.
- Wear polished, closed-toe, low-heeled (2.5 inches or less) pumps or flats in a dark color that coordinates with your suit.
- Your hair should be trimmed, neatly arranged, and clean. If your hair is long, pull it back or style it in such a way as to keep it out of your eyes.
- Your make-up should be minimal and look natural.
- Do not wear excessive jewelry—no dangling earrings, no more than two earrings per ear, and no more than one ring per hand. Remove visible body piercings and cover tattoos.



## GUIDELINES FOR MEN

- Wear a conservative, well-fitted suit in a dark color. The sleeves of the jacket should end between the wrist and top knuckle of your thumb.
- Select a long-sleeved, ironed, solid shirt (no stripes or patterns). Long sleeves give the impression of authority and professionalism.
- Wear a white undershirt under your dress shirt and other appropriate undergarments.
- Choose an understated tie that extends just below the belt line. Some men wear a tie that reflects the color(s) of the company for which they are interviewing.
- Your belt should match the color of your shoes.
- Wear mid-calf socks that match the color of your suit. When seated, your socks should be above the bottom of your pants.
- Wear polished, lace-up dress shoes in a dark color that coordinates with your suit. If the shoes are new, wear them for at least one day to break them in.
- Your hair should be trimmed and clean. Short hair is expected.
- No facial hair is considered conservative. If you do have facial hair, trim it neatly.
- Remove visible body piercings, including earrings, and cover tattoos.

## BUSINESS CASUAL ATTIRE

If you are involved in a non-interviewing activity with a potential employer, you may be asked to dress in a business casual style. Business casual can differ by geographic region, industry, and individual employers. The best way to determine what is acceptable is to conduct research or ask a company's representative.

Typically, the following is considered business casual.

### Men

- Business or sports jacket
- Stylish, solid or patterned dress shirt
- Dress slacks or khakis
- Not expected to wear ties

### Women

- Dress jacket
- Conservative blouse or sweater
- Business skirt or slacks

## A NOTE ON PERSONAL IDENTITY

Individuality and being seen by employers as unique is an integral part of the job search process. It is important to realize, however, that there are industry standards of professional dress. If you are seen as unconventional because of body art, tattoos, piercings, hairstyle, hair color, or the clothes you wear to the interview, you may be risking the position for which you are applying.

## PIONEER CAREER CLOSET

If you need business casual or professional interviewing clothing, stop by the Pioneer Career Closet, 0200 Ullsvik Hall, from 7:45 a.m.–4:15 p.m., Monday–Friday. The Pioneer Career Closet has clothing items such as dress pants, shirts/blouses, sport coats and blazers, ties, skirts, and dress shoes. The Pioneer Career Closet is free to UW-Platteville students.

Ask yourself, "Am I willing to risk this job opportunity because of my appearance?"



(Updated: 05/16/17)