

# PROFESSIONAL ATTIRE

## Best Practices for Students



SCHOOL OF  
**PUBLIC HEALTH**  
Office of Career Services

### PROFESSIONAL ATTIRE

Whether you are seeking a job or internship, interviewing for graduate school, or starting your first internship or professional job, first-impressions are everything. The first thing an employer, supervisor, or co-worker sees when they greet you is your appearance and attire. Although dressing appropriately will not get you the job, internship or promotion alone, it can set you apart from the competition in both a positive and negative way. Therefore, always make every effort to wear proper attire or as the cliché goes... “Dress for success!”

### PROPER INTERVIEW ATTIRE

We recognize and value diversity and individual expression. The suggestions that follow conform to current business standards and best practices and are intended to provide you with guidance on how to make a positive first impression.

How you present yourself will set the tone of the interview. If you show up looking too casual, the employer may assume you are not taking the interview seriously. If you arrive over dressed, the employer may assume you did not bother to research the organization’s culture. Put some time into selecting what you will wear to an interview. What you choose to wear should fit the culture of the organization you plan to interview with and make you feel confident when wearing it. Spend some time researching the culture of the organization to determine their typical dress code. When in doubt, dress conservatively in business professional attire.

### BUSINESS PROFESSIONAL JOB INTERVIEWING ATTIRE

#### Suit Jacket & Pants/Skirts of matching colors

- Solid, dark, or neutral colors
- Light colors can be worn underneath
- Avoid stripes or bright prints, colors, or patterns
- Closed-toe heels or dress shoes are recommended

#### Personal Items & Cell Phones

- Keep cellphones turned off and out of sight with personal items
- Carry a portfolio, professional bag or simple purse
- Bring essentials only

### ADHERE TO IU STUDENT RECRUITING GUIDELINES:

“I must wear professionally appropriate attire to all interviews and Career Services functions, and could be turned away from events if I do not. I will check with Career Services if I am unsure what to wear”.

## **BUSINESS CASUAL DAILY WORK ATTIRE**

### **Business Casual Colors & Styles**

- Nice pants/slacks
- Dresses
- No jeans, shorts, sundress, athletic wear, or club wear

**Skirts and Dresses:** knee length when standing and thighs covered while seated is recommended

**Ties:** Optional

**Jackets & Shoes:** Blazers & cardigans with boots, closed-toe shoes, or comfortable shoes for walking in.

## **GENERAL RECOMMENDATIONS- IT'S ALL ABOUT FIRST IMPRESSION**

### **Clothes should be:**

- Tailored
- In good condition
- Wrinkle and lint Free
- Neat & Clean

**Shoes:** Closed-toe dress shoes, no flip-flops or bedroom slippers

**Hair:** Well-groomed hairstyle and out of one's face

**Nails & Makeup:** Natural in style

**Jewelry & Fragrance:** Wear moderate jewelry with mild or no fragrance

**Piercings & Tattoos:** Align to company culture or standards

## **CONSIDERATIONS FOR VIRTUAL INTERVIEWS**

Virtual interviews are now common place. Preparation for a virtual interview requires special consideration.

- Dressing professionally even for a phone interview will make you feel more confident.
- Put a full charge on your device and make sure it is plugged in to avoid any low battery issues.
- Check your background. It should be tidy and uncluttered to make a good impression.
- A soft diffused light coming from a window or lamp placed behind the camera will provide the most flattering light because it eliminates harsh shadows.
- Position your camera at eye level and maintain good eye contact by looking at the camera, not at the interviewer. You can elevate a laptop by placing it on top of a sturdy surface to achieve this height.
- Choose a quiet location for your interview to avoid distracting ambient noise in the environment. A coffee shop is not a good location for a phone or video interview.

## **LOW COST CLOTHING OPTIONS**

- My Sister's Closet in Bloomington
- Goodwill Stores
- Men's Warehouse