

### DRESSING FOR BUSINESS CASUAL

The goal for any professional interaction is to focus the attention on your skills and qualifications. Dressing for “business casual” is an opportunity to elevate your everyday student look and present your best self.

This guide is meant to offer you some direction and clarification when preparing for an event that requires business casual attire. Whatever your gender expression and personal style may be, THE MOST IMPORTANT thing to remember is that you should put your best and most authentic self forward.

Here’s how to prepare...

#### Your Outfit

- Dress pants, khakis/chinos, skirts, and dresses are great options. No need to wear a suit! Skirts and dresses should still be close to knee length.
- Shirts, polos, or blouses, should be tucked in and belt is suggested (a must if the pants have belt loops!)
- Dress shoes, loafers/boat shoes, flats, or sensible heels are the best choices, but other clean, dark color footwear can be used as an alternative.

#### Things to Avoid

- Jeans are often perceived as “unprofessional”. If this is your only option, it is best to wear darker colors, and no tears/holes, paired with a dress shirt/blouse.
- Leggings and shorts are not options.
- Avoid transparent or sheer clothing.
- No t-shirts.

#### Grooming/Physical Presentation

- Showering, combing/styling your hair, and using appropriate hygiene are important.
- Your clothes should be wrinkle free!
- Please be mindful when wearing cologne, perfumes, aftershave, deodorants, or other products with fragrances- some people can have severe allergic reactions to certain or strong scents.

#### Helpful Tips

- Distracting clothing, accessories, or grooming can potentially shift focus away from your skills and qualifications. Be polished!
- Other events that may call for “business casual” attire: networking and recruiting events, Capstone presentations, pitch rounds and design critiques, and professional association meetings.
- If you need to borrow clothing for an event, check out WITwear. WITwear is open during the semester by appointment Monday – Friday from 9:00am – 4:00pm. After hours appointments are available to accommodate students on co-op or with limited availability. Learn more about WITwear and make an appointment at [coopsandcareers.wit.edu/witwear](https://coopsandcareers.wit.edu/witwear)