Suggestions for Business Dress Codes

Basic rules:

1. If you tuck in your shirt, wear a belt.

2. Make sure your belt matches your shoes, no brown shoes with a black belt.

3. White athletic socks do not go well with suits.

4. Make sure your clothes fit well; nothing too tight, and nothing too big.

5. Make sure that your clothes go well together. You don't want to wear one solid color and you don't want to clash.

6. Make sure that the less dressy your outfit the more pressed and polished it looks; all clothes should be clean and pressed, but a suit that looks a little rumpled is better than khakis and a polo that look like they need to be ironed.

7. Jeans are allowed as casual dress only in some settings, it doesn't matter how much they cost or that they are sold as "dress" jeans.

8. No Sneakers!

Corporate Dress Code

Men:

- Suits and Ties. Shirts are usually white, but this is not a strict rule. Make sure colors do not clash.

Women:

- Suits are the standard.

- A sweater or blouse and skirt combination is acceptable as long as you have a jacket as well.

- Under the suit you should wear a blouse, a knit sweater or shell.

- Legs must always be covered by stockings.

- Wear closed-toe shoes with a low to medium heel.

Beebe, S. A., & Mottet, T. P. (2010). *Business and professional communication: Principles and skills for leadership* (pp. 30). Boston, MA: Allyn & Bacon.
Zimbalist, K. (2002) *Dress Smart Women: Wardrobes That Win in the New Workplace* Zimbalist, K. (2002) *Dress Smart Men: Wardrobes That Win in the New Workplace*

Business Casual Dress Code

Men:
- A suit or jacket is not required.
- This code includes khakis, sweaters, and dress shirts.
- Polos and even t-shirts are acceptable, with a jacket.

Women:
- A jacket is not required.
- Mix a casual item with a corporate item.
- Do not wear a tank top.
- Make sure that your clothes are not too tight, sheer, short, or too low-cut.

Business Apparel

Men:
- The code represents clothing that is not considered to be casual or corporate
- A jacket is mandatory while a suit is preferred
- Ties are optional, but make sure that you have a button-up shirt

Women:
- A suit is not mandatory; a skirt and blouse or sweater is also fine
- Tailored trousers and a sweater or turtleneck can be worn
- Dress shirts are appropriate
- Heels and boots are acceptable

Business Appropriate Casual

- The main rule here is that if you were called in to see the boss you wouldn't have to make excuses for how you look. This code includes anything you think is appropriate for the workplace

Beebe, S. A., & Mottet, T. P. (2010). *Business and professional communication: Principles and skills for leadership* (pp. 30). Boston, MA: Allyn & Bacon.

Zimbalist, K. (2002) *Dress Smart Women: Wardrobes That Win in the New Workplace* Zimbalist, K. (2002) *Dress Smart Men: Wardrobes That Win in the New Workplace*