PROFESSIONAL DRESS & GROOMING
Professional appearance is a critical part of your professional image. How you look tells an employer much about personal pride in your profession. When attending any of the below listed events it is best to dress professionally.

- Career Expo
- Industry Open Houses
- On-Campus Interviews
- Off-Campus Interviews
- Co-op Interviews and Co-op Jobs
- Student Employment Interviews
- Industry Guest Lecture Programs
- Class Presentations
- Campus Ambassador Program
- On/Off Student Employment
- National Student Organization Conferences
- Internships / Externships

GUIDELINES FOR PROFESSIONAL DRESS & GROOMING

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**MALE**
- Shoes that hold a shine (black, brown, or cordovan)
- Socks must match the suit
- Suit: Two or three piece (navy, brown, dark grey, olive green)
- Belt should match shoes
- Undershirt should be worn
- White long sleeve or off-white shirt
- Conservative tie that complements the suit
- Clean-shaven
- Hair should be neat and trim
- No body piercings
- Jewelry should be restricted to a watch and/or a ring
- No earrings
- Any tattoo should be covered

**FEMALE**
- Shoes: Should be shiny, Heels should be no higher than 2 inches; slip-on or tie with heel, no open toe, black, navy, dark brown, dark green, dark grey
- Hosiery is a must (neutral shades)
- Suit: Two piece skirt or pant suit with blouse. Skirt length should be one inch above the knee or longer. Colors should be solid tones; stay away from bright colors.
- A conservative style blouse should contrast with the suit
- Hair should be neat and trim pulled away from the face
- No body piercings
- Make-up should be kept simple
- Jewelry should be simple
- Nails should be short and clean
- Any tattoo should be covered

**MALE**
- Shoes: casual or dress shoes
  - (Black, brown, cordovan, beige)
- Socks should match pants
- PANTS: dress pants or dress slacks
- Shirt should be long sleeved in any color
- Belt should be worn
- Undershirt should be worn
- Tie is optional
- Hair should be neat and trim
- Clean shaven or neatly groomed moustache/beard
- Jewelry should be restricted to a watch and/or a ring
- No body piercings
- No earrings
- Any tattoo should be covered

**FEMALE**
- Shoes: Flats or heels in dark or neutral colors
- Hosiery should be worn in appropriate shades
- Apparel: PANTS or shorts
- Shirt with shirt or blouse.
- Skirt length should be one inch above the knees.
- No jeans.
- Casual dress or jacket is appropriate.
- Color/prints are acceptable.
- Hair should be neat and brushed
- Make-up should be kept simple
- Jewelry should be simple
- Nails should be neat and trim
- Any tattoo should be covered

**MALE**
- Shoes: casual or dress shoes
  - (Black, brown, cordovan, beige)
- Socks should match pants
- PANTS: casual slacks/khakis
  - Shirt short or long sleeve in any color
- Sweater in any color
- Belt should be worn
- Hair should be neat and trim
- Clean shaven or neatly groomed moustache/beard
- Jewelry should be at a minimum
- No body piercings
- No earrings
- Any tattoo should be covered

**FEMALE**
- Shoes: Flats or heels in dark or neutral colors
- Apparel: PANTS, slacks or skirt with shirt or blouse. Cardigans / sweaters.
- Skirt length should be one inch above the knee or longer.
- No jeans.
- One piece dress.
- Color/prints are acceptable
- Hair should be neat and brushed
- Make-up should be kept simple
- Jewelry should be at a minimum
- No body piercings
- Nails should be neat and cleaned
- Any tattoo should be covered