

Business Casual Attire

Some organizations permit employees to wear business casual attire on the job. However, they still expect employees to project a professional image to customers, clientele, and others with whom they interact.

Because all casual clothing is not suitable for the office or the classroom, these guidelines provide information about what is generally considered acceptable or not acceptable as **business casual attire**. Neither list is all-inclusive so you need to apply a certain amount of judgment in your clothing choices. If you have a question about acceptable attire in your work place, consult with your supervisor or the human resources office.

	Acceptable	Not Acceptable
General Information	<ul style="list-style-type: none"> • Clothing that has the organization, school district, or company logo • Clothing with small university logos or fashion logos (ex. Ralph Lauren, Izod) • Clothing should be pressed and never wrinkled 	<ul style="list-style-type: none"> • Clothing worn for the beach, yard work, dance clubs, exercise sessions, and sports contests • Clothing that reveals too much cleavage or your back, chest, feet, stomach, or underwear • Any clothing that has words, terms, or pictures that may be offensive to other employees • Torn, dirty, or frayed clothing
Slacks, Pants, and Suit Pants	<ul style="list-style-type: none"> • Tailored dress slacks or pants • Khaki, corduroy, twill, or cotton slacks or pants 	<ul style="list-style-type: none"> • Jeans • Sweatpants • Shorts of any kind • Bib overalls • Any stretchy or form-fitting leggings or pants worn for exercise
Skirts, Dresses, and Skirted Suits	<ul style="list-style-type: none"> • Casual dress and skirts with a length at which you can sit comfortably in public 	<ul style="list-style-type: none"> • Short, tight skirts that ride halfway up the thigh • Mini-skirts • Skorts • Sun dresses, beach dresses, and dresses with spaghetti straps

	Acceptable	Not Acceptable
Shirts, Tops, Blouses, and Sweaters	<ul style="list-style-type: none"> • Tailored dress shirts, blouses, or sweaters • Twin sets or cardigans • Casual shirts, such as golf shirts, polo shirts, turtlenecks, or plain t-shirt type cotton shirts • Dress shirts should have long sleeves for men • Ties are usually optional 	<ul style="list-style-type: none"> • Tank tops, midriff tops, halter-tops, tops with bare shoulders • Sweatshirts • T-shirts with offensive words, terms, logos, pictures, cartoons, or slogans
Jackets	<ul style="list-style-type: none"> • Most suit jackets or sport coats 	<ul style="list-style-type: none"> • Jackets with offensive words, terms, logos, pictures, cartoons, or slogans
Shoes and Footwear	<ul style="list-style-type: none"> • Leather shoes, including loafers, flats, dress shoes, and deck-type shoes 	<ul style="list-style-type: none"> • Athletic shoes • Flip-flops • Sandals • Hiking boots • Slippers
Jewelry, Makeup, Perfume/Cologne	<ul style="list-style-type: none"> • Conservative and natural-looking makeup • Simple jewelry, and a limited number of jewelry items 	<ul style="list-style-type: none"> • Body piercings • Dangling or large jewelry • Perfume or cologne (some people are allergic)
Hats and Head Coverings	<ul style="list-style-type: none"> • Head covers that are required for religious purposes or to honor cultural tradition 	<ul style="list-style-type: none"> • Hats or ball caps

Center for Career and Professional Development
 Clarion University
 419 Becht Hall
 Clarion, PA 16214
 814-393-2323
www.clarion.edu/career
careers@clarion.edu
 7/2015

This publication and other interviewing resources are available online at www.clarion.edu/careers.