

Business Casual: What is it?

At last count, more than 70% of U.S. companies allow business casual attire at least once a week, usually on Fridays. Many of you will have the opportunity to work in environments where accepted dress requirements are more relaxed. Each organization has its own interpretation of business casual attire. You will need to ask or observe what others are wearing in order to dress accordingly.

As a new employee, you don't want to push the boundaries of business casual attire.

For example:

- *Never wear jeans or shorts, unless the vast majority of other workers do so.*
- *Do not dress provocatively... you're at work, not a dance club.*
- *Remember casual does not mean sloppy.*
- *Do not wear workout clothing. These outfits belong at the gym...not the workplace.*
- *Do not wear sneakers, unless it is the norm at your place of employment.*

Your real taste in clothing can come out on business casual day but... Ask! Ask! Ask!... Do not assume!

If you cannot find out what the casual code is in your company...pattern your style after the person you report to.



Farmingdale State College

State University of New York

**Nexus Center
for Applied Learning and
Career Development**
Greenley Hall, Lobby Level

(631) 420-2296
nexuscenter@farmingdale.edu

Farmingdale State College

State University of New York

**Nexus Center
for Applied Learning and
Career Development**

Dressing
For
Success:
What to Wear
on the Job

**Greenley Hall, Lobby Level
(631) 420-2296**

What do I wear to work?

Congratulations!

You've landed that job. Now you need to learn how to dress for your particular organization. Keep in mind that when you dress in clothing that means business, you have a better chance of gaining respect and regard as a business professional.

Of course, most of us do not feel comfortable when judged based on how we look. We prefer to be hired and to keep a job because of our abilities—not because of our dress and how we comb our hair. However, like it or not, appearance is important because employers hire people who they believe will “fit” into their organization’s culture.

While skills, experience and qualifications are very important, so are your workplace attire and grooming. Your proper appearance expresses motivation and professionalism, so make sure that your clothing is projecting an “I mean business” attitude.

This brochure contains some tips that can help you dress for the part.

Dress the Part: For Men and Women

Probably the most important wardrobe item for both men and women is a jacket that is versatile and can be worn with any number of other pieces of clothing.

- For men: A navy or black blazer jacket can work well with a few different-colored slacks.
- For women: If you focus on a suit, buy one with a jacket that can be used with other skirts, slacks or to wear over a dress.

Other points:

- Schedule regular haircuts. Your hair is the one accessory that you take with you everyday and everywhere. Make sure your hair is clean and groomed.
- Wear shoes that are clean and well-maintained.
- Press your clothing. Even permanent-press clothes need to be ironed to have a “finished” look. Do not wear wrinkled or rumpled clothing to work.

For Men:

- When you are wearing a blazer or a jacket... button it when you stand. You will present a more polished look. (Women don't have to do this.)
- Wear socks that cover your calves.

For Women:

- Don't overdo make-up, fragrances and accessories. “ Less is more” when it comes to jewelry.
- Business casual dress doesn't give you license to wear skirts any shorter than you do on business and professional days.
- Do not wear slacks to work if you never see top-level women at your organization wearing them.
- Wear simple, low heeled, conservative shoes. Stockings should be in basic colors.

One Last Tip:

Dress for the position you want...not for the position you have!

Nexus Center for Applied Learning and Career Development

Greenley Hall, Lobby Level
(631) 420-2296
nexuscenter@farmingdale.edu