

Faculty of Business
Business Career Development Office



DO's and DON'TS
BUSINESS APPROPRIATE

Wear natural make up and keep hair away from face

Stick to simple jewelry, avoid large, oversized and tacky jewelry

Ensure clothing is wrinkle free and your suit jacket is fully buttoned

Do not use an oversized bag, instead opt for a padfolio or a small tasteful bag

Wear appropriate closed toe shoes





DO's and DON'TS
BUSINESS CASUAL

Wear natural make up and keep hair away from face

Stick to simple jewelry, avoid large, oversized and tacky jewelry

Do not use an oversized bag, instead opt for a padfolio or a small tasteful bag

Dress pants are still required, never wear pants suitable for the gym

Wear appropriate closed toe shoes





DO's and DON'TS SUMMER CASUAL

> Wear natural make up and keep hair away from face

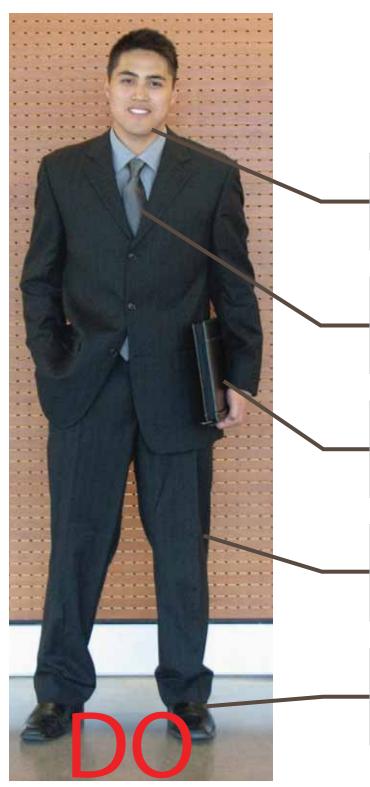
Stick to simple jewelry, avoid large, oversized and tacky jewelry

Make sure necklines are not revealing too much skin

Wear bottoms that are of appropriate length

Wear appropriate closed toe shoes, unless otherwise instructed that open toed shoes are acceptable





DO's and DON'TS
BUSINESS APPROPRIATE

Style hair appropriately and ensure facial hair is maintained

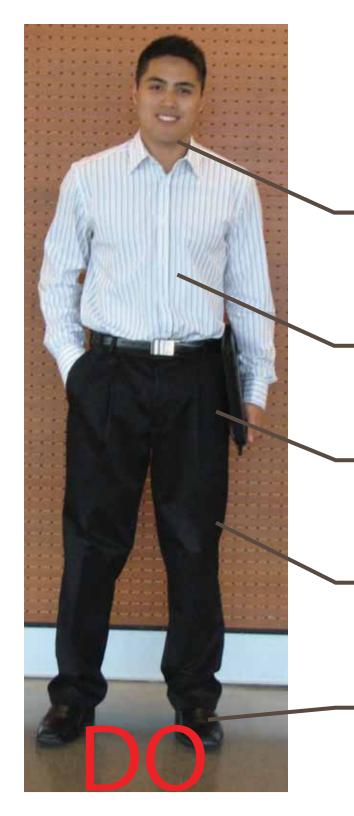
Wear a coordinating tie making sure to button shirt up all the way

Use a padfolio rather than a backpack

Always press suits and shirts

Wear appropriate shoes and wear dark socks with dark pants





# DO's and DON'TS BUSINESS CASUAL

Style hair appropriately and ensure facial hair is maintained

Wear a dress shirt, tie and jacket are optional, do not wear t-shirts

Make sure pants are wrinkle-free

Dark pants are more formal than lighter pants

Wear appropriate shoes and wear dark socks with dark pants





# DO's and DON'TS SUMMER CASUAL

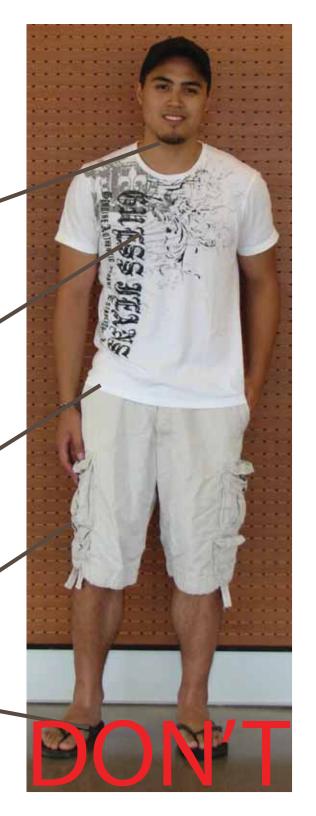
Style hair appropriately and ensure facial hair is maintained, no baseball caps

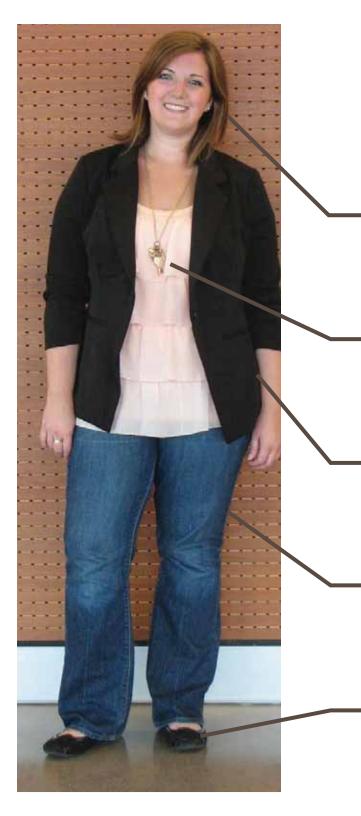
Wear a more casual button down shirt, avoid wearing t-shirts and stay away from logos and slogans

For a professional look, tuck shirt in and wear a belt

Wear full length pants throughout the summer

Wear comfortable closed toe shoes





DO's and DON'TS CASUAL FRIDAY

Do your hair in a more relaxed and comfortable style

Wear clothing or accessories that add individuality

Make sure clothing is wrinkle-free and still appropriate for the office

Jeans are accepted in most work places

Wear comfortable closed toe shoes





## ADDITIONAL GUIDELINES

These are general guidelines that may vary depending on your work place. Be sure to fully understand attire outlines laid out by your workplace to ensure you are appropriately dressed at all times. Do not push the guidelines - if opentoed shoes are appropriate in the summer, DO NOT wear flip flops.

Be cautious of trendy items, avoid wearing too many trends at once as it can look unbalanced and unsophisticated. Use them sparingly and pair them with classic pieces such as blazers and cardigans.

### WOMEN

Use accessories to show your personality through necklaces, bracelets, glasses and shoes

Ensure skirts hit just below the knee for appropriate length and pair with black or fleshtone hosiery

Try to keep long hair pulled away from face

Refrain from wearing too much perfume and makeup

#### MEN

Wear dark socks with dark pants and light socks with light pants

Use ties, pocket squares and glasses to show your personality

Have clothing tailored to fit for a professional and clean look

Avoid short sleeve shirts under suit jackets, showing a clean cuff is preferred

Wear a clean white shirt under dress shirts

Refrain from wearing too much cologne