Professional Attire
Women
Business Professional

Suit
- Neutral Colors: black, grey, brown, navy

Pants
- Pants are good for site visits
- Capris and cropped pants are not appropriate

Skirt
- Skirts should be knee length and not too tight
- Avoid high slits

Shirt
- Blouse or camisole
- Preferred colors are white or light colors
- Cleavage should not be showing

Shoes
- Avoid open toed shoes or sandals
- Wear basic pumps with a low heel, 1-2 inches high
- No stilettos or platforms
- Wear neutral hosiery or trouser socks

© 2010 The University of Tennessee
Women Business Casual

- **Jacket**: You may wear a blazer or suit jacket with pants or skirt. Trendier or casual suits are also appropriate.

- **Pants**: Dress pants or khakis are acceptable. Avoid capris.

- **Skirt**: Should be knee length and not too tight. Avoid high slits.

- **Shirt**: Blouse. Sweaters including knit sweater sets and cardigans.

- **Shoes**: Avoid open toed shoes or sandals. Heels or flats are acceptable.
Men Business Professional

Suit
- Suit should be solid or have subtle pinstripes
- Jacket should be buttoned while standing and unbuttoned while seated
- Avoid double breasted jackets
- Neutral Colors: black, grey, navy, brown

Pants
- Jacket and pants must match
- The pant leg should touch the front of the shoe and fall above the heel in the back

Tie
- Conservative colors are most appropriate
- Length: tie should reach your belt

Shirt
- White or muted shirt with collar
- Long sleeves
- The sleeve of shirt should extend ½ inch beyond the suit jacket sleeve

Shoes
- Polished, leather shoes
- Wear dark socks that match shoes and are calf length

© 2010 The University of Tennessee
# Men

## Business Casual

<table>
<thead>
<tr>
<th>Item</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jacket</strong></td>
<td>- A sports coat without a tie</td>
</tr>
<tr>
<td><strong>Pants</strong></td>
<td>- Khakis&lt;br&gt;- Solid color slacks</td>
</tr>
<tr>
<td><strong>Tie</strong></td>
<td>- Tie may be worn with long sleeve collared shirt&lt;br&gt;- Conservative colors are most appropriate</td>
</tr>
<tr>
<td><strong>Shirt</strong></td>
<td>- Shirt with collar&lt;br&gt;- Sweater&lt;br&gt;- Polo Shirt (this is more casual, appropriate for outdoor or hot temperatures)</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td>- Oxfords or loafers&lt;br&gt;- Wear dark socks that match shoes and are calf length</td>
</tr>
</tbody>
</table>
Accessories

- **Women**
  - **Jewelry**
    - Should be simple - avoid big, dangly earrings
    - Wear only one pair of earrings
    - Maximum of one ring per hand

- **Handbags**
  - You may use a small and simple purse or professional bag
  - No backpacks or large purses

**Men**

- Be conservative with watches and other jewelry
- Earrings might not be viewed positively
- Match belt to shoes

**Other Tips**

- All clothes should be neatly ironed
- Suits usually have tacking stitches to hold vents in place before purchase; make sure these are removed
- You should also carefully inspect for dangling threads, lint, and missing buttons
- Tattoos and piercings (other than ears) should be covered
- Bring a portfolio with copies of your resume, transcript, a notepad, pen, and your list of questions for the employer