

Women's Attire

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Jackets, Skirts, Pants

Fabric	Wool, light weight wool blend skirt/pant suits, skirt length should not go above knee	Linen, high sheen silk, cotton
Colors	Black, dark gray, navy blue	Earth-tones, charcoal gray, navy blue, medium blue, black
Buttons	Matching fabric-covered or dark resin	Metal gilt - silver, white, or clear plastic

Tops, Blouses, Shirts

Fabric	Silk, silk blends, cotton/poly blends	Cashmere, knit twin sweater sets, jersey, heavy-weight sweaters, 100% cotton
Collars	High, standup, with notches, sharp points	Mock turtleneck, soft rounded points
Sleeves	Long sleeve w/ cuffs	Long or short sleeve
Colors	White, ivory, cream	Black, brown, purples, coral, aqua, earth-tones

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Men's Attire

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Jackets, Trousers

Fabric	Wool, light weight wool blend suits	Cotton blend, heavy-weight wools
Colors	Black, dark gray, navy blue	Earth-tones, tan, light gray
Buttons	Dark resin	White plastic

Tops, Shirts

Fabric	100% Cotton, cotton/poly blends	Cashmere sweaters, textured cotton blends, Knit polo shirts, medium weight sweaters
Collars	High, standup, sharp points	No Polo shirts
Neckline	All buttons buttoned with high quality silk tie in conservative color	Top button unbuttoned with no tie
Sleeves	Long sleeve with french cuffs and cufflinks	Long sleeve
Colors	White, light blue	Pastels, earth-tones, ivory, black, darker shades of any color

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What Not to Wear: Women

SHIRTS	SKIRTS/PANTS	MATERIALS	COLOR	SHOES
Revealing necklines	Minis, any length skirts above the knee	Chiffon or see-through ANYTHING	Harsh colors, bright, garish prints	Platforms, stilettos, strappy sandals
Excessive ruffles	Skirts/pants that are too tight, "Skinny" dress pants	Denim or Spandex	Metallics or excessive shine	Heels taller than 2.5-3 inches
Spaghetti straps, Camisole-styles	Any shorts or capri pants	100% linen or any easy to wrinkle material	Gimmicky styles, outdated fads	Brightly colored dress shoes
Halter tops, Strapless tops, Backless styles	Plaids, pinstripes	Satin, sequins, rhinestones, feathers	Faded colors	Open-toed



What Not to Wear: Men

SHIRTS	PANTS	MATERIALS	COLOR	SHOES
Trendy dress shirts	Too short or too long	See-through ANYTHING	Harsh colors, bright, garish prints	Worn out shoes
Un-tucked shirts	Plaids, pinstripes	Denim or spandex	Metallics or excessive shine	Brightly colored dress shoes
V-necks that expose chest hair	Sloppy or oversized	100% Linen or any easy to wrinkle material	Gimmicky styles, outdated fads	Athletic shoes, Flip-Flops
Tanks tops, muscle or athletics tees	Khakis (beige slacks are okay)	Worn out materials	Faded colors	Any type of boot



Do's and Don'ts of Accessories: Women

	DO'S	DON'TS
Jewelry	Gold or silver	Gaudy, statement pieces
Earrings	Pearl, diamond, gold, or silver studs, 1 per ear	Dangling, large or multiple
Necklaces	Pearls, gold, silver	Crafts
Scarves	Hand-rolled edging, silk, poly blend	Garish prints
Rings	1 ring per hand	Thumb rings
Bracelets	Solid cuffs, tennis bracelets	Charm bracelets
Buttons	Same color or darker than the jacket	Novelty
Watch	Gold/stainless steel metal link band in proportion to your body structure	Cloth, plastic, bright colors
Belts	1-inch, material matches shoes, simple buckle	Chain link or ornate belt buckle, rhinestones
Purses	Black or brown polished leather, minimum hardware	Satin or straw, fringed, loud prints
Hosiery	Always wear hose in sheer or skin-tone	White or black hosiery, sport socks
Shoes	High sheen leather, black or navy, classic heel 1 ½ -2 ½ inch heels	Stilettos, spike heel, platforms, boots



Do's and Don'ts of Accessories: Men

	DO'S	DON'TS
Jewelry	Minimal	Necklaces
Earrings	Never	Never
Rings	1 ring per hand	Thumb rings
Bracelets	Never	Never
Buttons	Same color or darker than the jacket	Novelty
Watch	Gold/stainless steel metal link band or padded leather band	Cloth, plastics, bright colors, sports watch
Belts	1-inch, material matches shoes, simple buckle	Novelty, western over-sized buckles
Portfolio	Black polished leather	
Socks	Dark solid colors, light weight, matching your pants	Sports sock, thick, heavy, white
Shoes	High sheen leather, black or brown, lace up shoes, thin soles	Chunky, waffle soles, canvas, athletic/sport, sandals

General Grooming Tips

Hair: Clean and neatly styled, no wet hair, no over the top colors or hairstyles, Men - if you are interviewing in more conservative industries you may need to go for a shorter haircut, Men - trim chest hair (no hair visible at the neckline!)

Shoes: Polished and in good condition

Details: Don't forget to remove tags, suit tacking stitches, loose threads, lint etc. The stitched tag label on the outside of men's suits should be removed.

Nails: Clean, trimmed, neatly manicured, Women - no extreme colors or length

Cosmetics: Makeup should be conservative, aim for a natural, polished look

Perfume/Cologne: Use very little or not at all, clothes should be odor free (no smoke smell!)

Facial Hair: Clean shaven or trimmed very short and neat

Tattoos: Cover all tattoos if possible

Piercings: Remove all facial and body piercings, Women - one earring per ear, Men - No earrings

Back-packs: Do not take a back-pack to an on-site interview. For on-campus interviews you can leave it in the cubbies in the interview suites or check out a locker in the BBA Career Services Office (CBA 2.116).

Purse: A small, conservative handbag or business tote bag is acceptable. Bag should coordinate with shoe color.

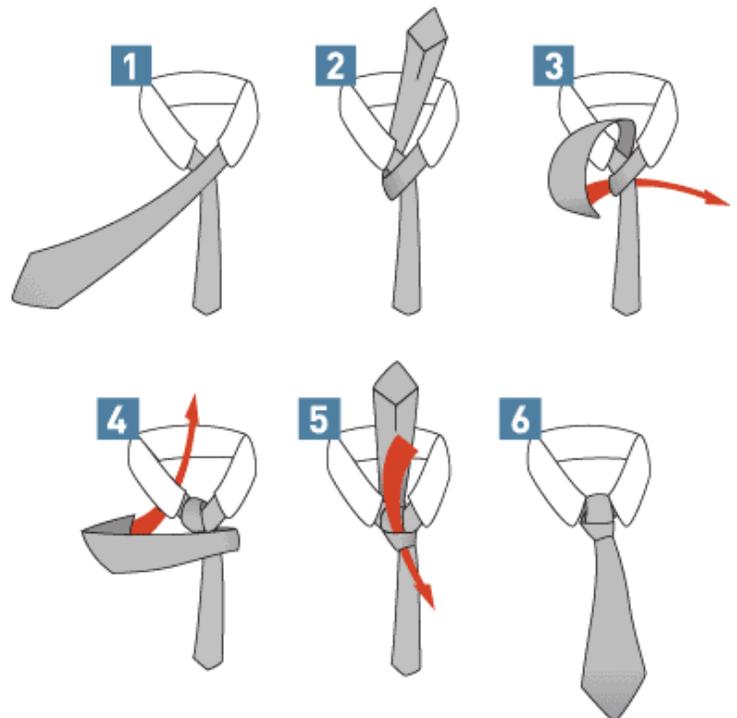
Padfolio: Opt for a padfolio to hold interviewing documents (resume, references, notes, etc.) versus a briefcase. Padfolio should be a black, navy or dark brown leather or synthetic material.

Instructions on How to Tie a Tie

Selecting a tie: Choose high-quality, non-distracting, conservative dark blue or dark red necktie made of 100% pure silk.

How to Tie a Simple Half Windsor Knot:

1. Place the necktie around your neck with the wide part of the tie on your left side. Take the wide end of the tie and cross it over the narrow end at a 90 degree angle.
2. Pull the wide end of the tie around the part on your right side of the collar. Pull it behind the tie.
3. Then pull it slightly tight and back around the narrow end of the tie. As a tip: Hold the half finished knot in place with your left hand.
4. Pull the wide end behind the tie and around back to the front side of the narrow end. Then, just like before, pull the wide end of the necktie around the part located on your right side near your collar. Don't pull it tight, but make sure you have a loop on the front of the unfinished Windsor.
5. Pull the wide end through the loop.
6. Slightly tighten the knot and you are done tying a half Windsor tie knot.



Source: <http://www.tie-knots.org/how-to-tie-a-half-windsor-necktie-knot.html> Additional videos and picture instructions can be found at Tie-Knots.org.