

Business Casual Attire

Business casual attire is neat and should look appropriate for the intended event; it is classic rather than trendy. It should not portray cocktail, party or picnic attire, nor look tight or baggy.

When to Wear:

- Most RBS Office of Career Management events, **excluding** Career Fairs, Dining Etiquette and other specified programs.
- Employer Information sessions.
- Networking events.

**Attire should be announced in the event promotional materials.
When in doubt, ask the host/sponsor about attire for the function.
It is never wrong to politely inquire about appropriate attire.*

Guidelines for Men

- **Pants:** Khaki or dark colors, neatly pressed.
- **Shirts:** Long-sleeve, buttoned solid shirt. Avoid bold colors like oranges, blues etc.
- **Accessories:** Wear a belt and minimal jewelry like a watch.
- **Ties:** Not necessary for business casual. Use solid and conservative colors.
- **Socks:** Wear dark socks, mid-calf length. No skin should be visible when you sit down.
- **Shoes:** Wear appropriate shoes. No sandals, athletic shoes or hiking boots.
- **Grooming:** Clean shaven and well-groomed hair. Clean fingernails. Minimal fragrance.

Guidelines for Women

- **Pants:** Dark colors, neatly pressed.
- **Skirts:** Knee length, neatly pressed. Avoid form-fitting skirts.
- **Shirts/Blouses:** Long-sleeve, solid color. Avoid the plunging lines.
- **Accessories:** Minimal jewelry like a watch or earrings.
- **Hosiery:** Skin colored.
- **Shoes:** Wear appropriate shoes. No sandals, athletic shoes or stilettos.
- **Grooming:** Hair well-groomed. Subtle makeup. Nude nail polish. Minimal fragrance.

Important Tips:

- Bring a padfolio and pen.
- Don't confuse club attire with business casual attire.
- Avoid the use of cell phones.
- It never hurts to slightly overdress; by dressing nicely, you pay a compliment to your host.