

Dressing for Meetings

BUSINESS FORMAL

Use "business formal" or "business professional" guidelines for professional situations like a job interview or meeting an adult within a workplace setting that follows a business formal dress code. This typically includes a suit, and a tie for male-identifying individuals. Wear close-toed dress shoes or loafers. Try to wear neutral colors (e.g., black, brown, navy blue, white, grey) and keep any accessories (e.g., jewelry) simple and small. Traditional clothing or accessories common in many cultures (e.g., hijab, turban, sari) are typically appropriate across most business formal settings as well.



BUSINESS CASUAL

Business casual is less specific, and many offices include "business casual" as their day-to-day work attire. Business casual guidelines are helpful for any meeting with an adult you haven't met before or are meeting for networking reasons, including on video-conference calls. But remember: business formal dress is recommended for most job interviews--it is always safer to be over-dressed than under-dressed in a professional context. A suit and tie are not necessary for business casual. Consider a collared shirt or blouse with a sweater or tie, and slacks, kakis, or a suit skirt. Again, choose close-toed dress shoes or loafers. Below are some examples of appropriate business casual outfits.



INFORMAL, BUT PROFESSIONAL

Sometimes you may have a meeting with someone you already know, or an informal "drop-by" setting, such as office hours, but you still want to look professional and respectful. No matter how informal the setting, avoid shorts, joggers or athletic wear, and unnecessary hats/beanies. And whenever possible, consider a blouse or collared shirt instead of a t-shirt. Below are a few examples of outfits you can wear in these situations.

