

WHEN TO WEAR BUSINESS CASUAL ATTIRE

When you want to appear functional, informal, easy going, unofficial, approachable, relaxed, agreeable and comfortable, choose business casual attire. This category includes one or more layers that are **predominantly untailored** mixed with some **tailored** details.

Business Casual Attire usually means: **A collared shirt and slacks with NO Jacket**

Bring it Up a Notch with:

A tie

Trousers

Coordinating vest or cardigan

Bring it Down a Notch with:

Golf or Polo style shirt

Khaki's

Jeans or cords (only if permitted)

Slacks with a Collared Shirt is best when:

- your company is informal
- it fits with the client's company culture
- you want to appear accessible, approachable, informal or relaxed
- you need functional clothing
- you are attending casual business socials, off-site retreats, or casual time at conventions

Although each industry and company has its own culture and policies for acceptable standards of dress you may want to consider this category for the following:

Retail, Technician, Trades, Creative Sales or Management, Food Service & Job Interviews (entry level only)

Still not sure what to wear? Notice what your boss and your clients typically wear. To impress your boss, dress at the same level or slightly more casual. If your boss wears a jacket, so should you. To impress your client, dress at the same level or a little more formal. If your clients always wear jeans, you might want to leave the jacket and jeans at home. Dress for Success with a pair of slacks and a collared top.