COLGATE UNIVERSITY

Dress for Success

Dressing professionally for job interviews shows respect and emphasizes your interest in the position. Interview attire should be conservative in nature, clean and in good condition, and should align with industry standards.

Business Professional Dress

Expected at interviews unless otherwise directed.

Suits

Choose a classic pant or skirt suit, both the jacket and bottoms should be the same color and fabric. Dark colors like black, gray, or navy are considered more formal.

Shirts and Tops

Choose a white or light colored, long-sleeve button down or a modest blouse in a variety of colors or patterns. Shirts should be well-ironed.

Socks or Stockings

Choose neutral colored stockings or dark socks that coordinate with your suit. Be sure that your choice of legwear is long enough to cross your legs without showing skin.

Shoes

Dark-colored leather or synthetic leather shoes in a classic style are standard. Shoes should be clean and polished and heel height should be low enough to walk comfortably. Avoid open-toed or sling-back styles for interviews.

Accessories

- Ties or scarves: Choose a simple, classic pattern and color that coordinates with your suit.
- Belts: A leather or synthetic leather belt with a simple buckle is a good choice.
- Watches and jewelry: Choose items that complement your ensemble; avoid items that are unprofessional.
- Portfolios and handbags: Plain leather or synthetic portfolios and a simple handbag are acceptable if desired.

Business Casual

Expected at employer information sessions, receptions or dinners, and alumni receptions and events.

The range of clothing options is more flexible in a business casual setting. The following examples would be acceptable in a business casual session:

- Professional slacks or skirt with a suit jacket or blazer of a different color, fabric, or pattern.
- Professional slacks or skirt with a business shirt and tie, blouse, or sweater.
- Sheath or pencil dress in a conservative style with or without a cardigan or jacket.

Additional Tips

- Plan your outfit and try it on before your interview. It should fit well and be comfortable.
- Wrinkles can ruin a professional ensemble. Take time to iron shirts, suits, or dresses.
- Interview clothing is often conservative and traditional. Consider how others might view your grooming, piercings, tattoos, skirt length, heel height, etc. Be intentional about the image you present.
- Accessories, cosmetics, and fragrances should complement your ensemble, not overpower it.
- If your tradition requires it, religious dress is appropriate for interviews. Some garments may be excluded from the day-to-day work environment if they pose a health or safety concern.
- Clothing culture varies considerably from one industry to the next. Interview clothing is more formal than typical workday attire. Understanding the industry's clothing culture and expectations shows that you have done your research.

If you are not sure what to wear, ask a career advisor.