There are times when you might be requested to dress “business casual.” Below you will see some illustration samples for men and women.

Here are some other important tips for dressing appropriately in the workplace:

► Have clean, well-trimmed hair (no spikes or wild colors!)
► Have neatly trimmed, clean nails.
► Use little or no fragrance (perfume or aftershave) as someone may be allergic.
► Have no visible body art.
► Have no visible body piercing.
► NO sneakers! Wear shoes which have been polished.
► Do not wear jewelry that jangles, or attracts attention.
► Men, remove all earrings.
► Check yourself in the mirror to make sure your outfit does not have any tears, stains, missing buttons, crooked ties, or lint.