

# What is Casual Business Attire?



Men

**Shirts.** Choose shirts that have collars, such as long-sleeve button down shirts, polo shirts or golf shirts. Always tuck the shirt in and pair the shirt with an appropriate belt. For business casual, no tie is necessary. A sweater vest over a dress shirt or a blazer is also acceptable.

**Pants.** Wear pants styles such as khakis, dress pants, trousers and corduroy pants. Jeans are not considered business casual. No cargo pants.

**Shoes.** Select formal shoes and don't forget the dress socks. Stick to black, brown, or grey shoes and socks. Oxfords, lace-ups, and loafers are all standards.

**Shirts.** Women have a few more options in this department than the men. Blouses, plain shirts, sweaters, turtlenecks and vests are all acceptable. Tucked-in or un-tucked can both work, depending on the shirt. No sleeveless shirts. No cleavage or undergarments visible.

**Pants.** Opt for pants such as khakis, corduroy pants, or dress pants. Jeans are not allowed and are not considered business casual. No cargo pants.

**Shoes.** Try footwear such low heels (provided you can walk in them), dress boots, flat trouser shoes. Must be closed-toed. No heels higher than 2 ½"

**Skirts/Dresses.** Remember that skirts and dresses are acceptable as long as the hem falls at or below the knees. If you are concerned it is too short, check with a teacher or Career Center staff. Neither should be skin-tight. No sleeveless or low-cut dresses.



Women

Canby High School's Dress Code for Job Shadows, Mock Interviews, Internships and Career Fairs  
(over)

# Important Do's and Don'ts!

## For both Men & Women

### DO!

Comb and style hair (no hair/bangs in the face or hanging in the eyes)

Men please shave

Women please use conservative nail polish color

One earring per ear

(NO facial piercings)

Practice good hygiene  
(brush teeth, use deodorant)

### DON'T!

Wear sneakers, sandals, flip-flops or other open-toed shoes, sports shirts, sweatshirts, sports team jackets, athletic socks, shorts, capris, jeans, hats. Do not wear very tight or revealing cuts of pants or shirts  
Never chew gum!