

# 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!