Business Casual vs. Business Professional

Business Casual
Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, a dress or skirt at knee-length or below, and loafers or dress shoes that cover all or most of the foot.

Business Casual Is
- Collared, button down shirts tucked in
- Blouses or shirts with a conservative cut
- Sweaters or cardigans
- Khaki or dark pants with a belt
- Skirts or dresses that fall below the fingertips

Business Casual Is NOT
- Flip flops or sandals
- Gym/athletic attire
- Jeans
- Shorts

Business Formal
The professional standard is to wear a two-piece, matching suit in gray, navy, or black.

Business Formal Is
- Matching suit
- Dark colors
- Closed-toe shoe/low heel
- Button down shirt
- Formal blouse

Business Formal Is NOT
- Open-toe shoes
- Khaki pants
- Short Sleeve jackets
- Low-cut clothing