

# 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