

Professional Business Dress Rubric: Girls

Appropriate Clothing: Bottom Half

- ✓ Dress Pants or Khakis
 - Ironed
 - No underwear showing
- ✓ Skirt or Culottes
 - Knee length or longer
 - Ironed
 - Cotton, Rayon, Corduroy, Polyester
 - Please, no leather or club-wear!
- ✓ Dress Shoes
 - Closed Toe
 - Flat, Small heel or Medium heel
 - Please, no stilettos!
- ✓ Dress Socks or Pantyhose
 - Same color as pants

Appropriate Clothing: Whole Body

- ✓ Dress
 - Appropriate neckline
 - Please, no deep V-necks!
 - Knee length or longer
 - Sleeveless, Short-sleeved, Long-sleeved or 3/4
 - Please, no spaghetti straps or halter tops!
 - Ironed
 - Cotton, Rayon, Corduroy, Polyester
 - Please, no leather or club-wear!

Appropriate Clothing: Top Half

- ✓ Button-down shirt
 - Tucked into pants or skirt
 - Appropriate neckline
 - Please, no deep V-necks!
- ✓ Dress shirt
 - Long-sleeved or short-sleeved
 - Cotton, Rayon, Cashmere, Polyester
 - Please, no leather or club-wear!
 - Please, no spaghetti straps or halter tops!
 - Appropriate neckline
 - Please, no deep V-necks!
- ✓ Dressy Sweater
 - Appropriate neckline
 - Please, no deep V-necks!

(Turn over for more recommendations)

Appropriate Hair

- ✓ The most professional hairdo is an up-do (bun, French twist, etc)
 - Other options: low pony tail, hair down, half up, one braid, etc
- ✓ Hair should be clean and brushed

Appropriate Jewelry

- ✓ Small earrings (studs or small hoops)
- ✓ 0-4 bracelets
- ✓ A small necklace

Purses

- ✓ If you are going to carry one, aim for smaller. Just big enough for your phone and business cards.

Makeup

- ✓ If you are going to wear it, please use discretion.
 - Mascara, lip stick, foundation (coloring should match your outfit)
 - Please, no club makeup!

Reminders:

Please.....

- ❖ Avoid visible branding on your clothing!
- ❖ Cover all tattoos!
- ❖ Remove Facial and Neck Piercings/Limit Visible Piercings (2-3)
- ❖ Wear deodorant or a small amount of perfume
- ❖ Avoid cropped tops or other midriff exposure
- ❖ Turn your phone OFF before the interview!

And Finally....**GOOD LUCK** 😊