Rules of Dressing – Casual, Business Casual, Professional

First impressions are important. In fact, studies have shown that people will make decisions about a person within the first 30 seconds of meeting. What you wear, like it or not, is a big part of the first impression.

As part of your professional development at Hastings College we want to provide you with a foundation for making smart wardrobe choices; choices that are suitable for the setting and that reflect well on your image.

**College Casual**

*Casual* clothing is appropriate for the dining hall, classroom, a sporting event, the library, and many other informal events and activities. Casual includes nice jeans, shorts, not too short skirts, tank tops, neater athletic wear, and shirts without collars.

**Avoid These Casual BLUNDEESRS**

Consider the context when choosing casual options; especially when meeting the public.

- **Pajama and loungewear in public**
- **Sweaty workout gear outside of the gym**
- **Baggy and/or holey jeans**
- **Hats and ball caps when inside**
- **Revealing clothing (anything too short, too low cut, or too tight)**
- **Graphic T-shirts with inappropriate images/words**
- **Hoodies, especially when worn indoors and up**
- **Flip flops when you want to impress**

**Business Casual**

*Business casual* clothing includes dress slacks and khakis, collared shirts, long sleeved shirts, skirts, sweaters, dresses and polished casual shoes.

While at Hastings College, you would wear business casual clothing to a special dinner, visiting a campus career fair as a freshman or sophomore, attending a speaker or presentation - especially one in your field of study.

**Avoid Business Casual Mistakes**

- Don’t wear denim
- **Don’t wear sleeveless blouses or shirts**
- Don’t wear sheer fabrics
- **Don’t wear open unbuttoned shirts or low cut necklines**
- Don’t wear shorts or short skirts
- **Don’t wear fleece or athletic wear**
- Don’t wear athletic shoes or flip flops
- Don’t forget to wear socks or nylons
Professional Business Dress

Professional business dress includes suits (pant or skirt), tailored dresses, neckties, hosiery or socks and dress shoes. Shirts and blouses are white, off white or light blue. Suit colors are navy, grey, black or tan.

Wear professional business dress when:

- making class presentations
- hosting or helping with speakers and dignitaries visiting campus
- interviewing for internships and full-time jobs
- visiting with employers at a career fair as a junior or senior
- attending academic conferences and networking events
- dining in a more purposeful setting

Semi-formal Dress

Semi-formal clothing is attire that is dressier than business but not as formal as a tuxedo. Holiday parties and formal dances require semi-formal clothing.

For men this includes a dark suit, white shirt, dark striped or patterned tie, and dark socks and shoes. For women a pantsuit of shiny, light and flowing or lacy fabrics, a short dress of evening fabrics, or a mid-calf, ankle-length skirt and top or dress, and dark hose and shoes are appropriate.

Black-tie

Black-tie clothing includes a tuxedo, tuxedo shirt, cummerbund, bow tie, cuff links, studs, black shoes and socks for men. (A dark suit, white shirt, dark tie, cuff links, and studs are acceptable in some situations). For women a long cocktail dress or evening gown in muted colors, beading, lace, and/or chiffon, sheer hose, and an evening wrap are appropriate. The Pro Rege dinner at Hastings College is considered a black-tie event.