### Handout 1: Dress 4 Success Checklist

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<th>Men</th>
<th>Women</th>
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| **Business Office Professional** | -Suits, Jackets, Dress pants, Ties  
- Dress Shoes, No Tennis Shoes  
- No jeans or clothes with holes or stains | - Plain Dresses, skirts, slacks and blouses  
- Closed toe shoes, heels  
- Plain jewelry  
- No jeans, flip flops and make sure your skirts and dresses fit below your knees. |
| **Casual Professional** | Men  
- Suits without the jacket, ties  
- Dress Shoes, No Tennis Shoes  
- No Jeans | - Any casual medium/long skirt, pants, dresses  
- Knit tops  
- Sandals/low heels  
- Accessories can be more individualized  
- Still no jeans or flip flops |
| **After Work Casual** | - Your ‘clubbing’ outfits |  |
| **Non-Work Weekend Wear** | - Track suits, sweat pants, tee-shirts  
- Jeans (with or without holes)  
- Shorts, tanks, mini outfits  
- Tennis shoes and flip flops |  |