

Professional Dress Rubric

	Excellent	Proficient	Developed Professional	Unacceptable
General Guidelines	Dressed in a highly professional manner (suit, sport coat, tie, dress); Neat and well groomed.	Dressed in a professional manner (skirt/blouse, dress pants/blouse, shirt and tie); Generally neat and well-groomed.	Dressed in a casual, but not necessarily professional manner (revealing blouse, open collar/no tie); Fairly neat.	Dressed inappropriately and/or unkempt.
Appropriate for Men	Navy or medium to dark grey suit (jacket); White or light-colored dress shirt; Tie in conservative stripe or classic design; Dark socks; Dress shoes (oxfords or wing tips)			Wearing earrings; Looking unshaven; Wearing scuffed shoes; Heavy fragrances; Belts that are not in good condition; Visible neck chains; Sagging coat lining
Appropriate for Women	A skirted suit, pant suit or conservatively tailored dress that draws the eye to the face; Skirt should be at mid-knee or below; Light-colored or patterned blouse with sleeves at least to the bicep, but normally to the wrist; Natural looking make-up and clear nail polish; Medium heel pumps; Always wear non-textured/color hosiery.			Carrying a purse and a brief case (choose one or the other); Too short hemlines and tight clothing; Plunging necklines; Open-toed or sling-backed shoes; Too much jewelry and fragrances; See through fabrics; Avoid dangling earrings and wear more than one ring per hand and a dress watch.