



**Dress Code for Work**

It's a good chance that a cool outfit you might wear to a party or whilst hanging out with friends is not appropriate for work experience. For example, strappy tops aren't considered smart wear. Avoid denim and flip flops, as they are too casual. Flip flops should also be avoided for health and safety, but secure sandals are acceptable. Finally, note her earrings - too big for work experience!

**TIPS:**

- **Dress smart on the first day and look at what your work colleagues wear**
- **Keep jewellery to a minimum and remove any facial piercings**
- **No flip flops**





Whether you are dressing in a suit for a business placement or whether you are wearing jeans at a garage, the sight of your underwear is never acceptable. Also, boys should avoid wearing t-shirts or football tops for smart wear, and opt for a professional button down or polo shirt instead.

### **TIPS:**

- **If your placement is asking for smart or smart casual dress, jeans or t-shirts with slogans are not acceptable**
- **Boys pull your trousers up**

Cut-off denim shorts and skimpy t-shirts are not appropriate for work experience. Also, although trainers are comfortable, most placements ask students not to wear trainers. Using your mobile phone on work experience should be avoided - including texting. To avoid temptation, store your phone where it's out of sight and keep it on silent or vibrate.

**TIPS:**

- **Modest 'boring' clothing is always best**
  - **Nothing too short, too tight, or too revealing – absolutely no jeggings!**
- **Keep mobile phone use to breaks and lunchtimes**
- **No trainers unless specifically requested (i.e. In a gym)**





Avoid hoodies, especially with the hood up. You should try to look engaged and ready to work, rather than uninterested. This look is casual not smart.

### **TIPS**

- **Unless your work placement specifically says casual dress, don't wear hoodies or jeans**

Hair...

Scruffy hairstyles are not going to help you look smart whatever clothes you put on. Do not use your hair to cover your face even if you feel shy.

### TIPS

- If your hair is long, tie it back
- Clip long fringes back away from your face
- However long or short your hairstyle – wash it and brush it!
- No hats unless you are working outdoors



This mans clothing is not appropriate for a smart work experience placement, however this is an acceptable casual outfit.

### **TIPS**

- Make sure you know what the dress code is before you turn up on the first day**





Don't chew gum on your work experience. Remember, it's important to convey a professional, attentive, and interested image. Not only does gum chewing look unprofessional, but, it can hinder your ability to communicate.

### **TIPS**

- **Your clothing says a lot about you, but your manners do too**

Layering on the foundation, blusher, lip gloss, and eye makeup is too much for work experience.

While it's good to look well-groomed and pulled together, this can be achieved with minimal makeup. Keep your makeup simple and pretty, and remember that a natural look is best.

### TIPS

- **Don't over do it on the perfume or aftershave either. It doesn't leave a good impression, just a smelly one**
- **Keep make-up minimal**





You shouldn't look like you just got out of bed, or just came from the gym. Instead, your clothes should look neat and professional. Also, listening to your personal music device (iPods) at your placement is not appropriate and will be seen as rude by the employer.

### **TIPS**

- **Sloppy dress is not acceptable even as casual**
- **Look as though you have made an effort**
- **Leave your iPod or MP3 Player at home!**

The following are two examples of smart dress standards appropriate for work experience.

For boys, shirt and tie, plain clean dark trousers with polished shoes. A suit jacket is also advisable, this can be removed in hot conditions.

### **TIPS**

- **A plain dark pair of trousers and a collared shirt with a tie is considered smart wear**
- **Switch to a plain polo shirt or remove the tie for smart casual**





For girls, a collared shirt or blouse and clean trousers or skirt – with polished shoes. A dress is also considered smart, but remember to keep it modest for a smart look.

### **TIPS**

- **A plain dark pair of trousers or skirt and a collared shirt is considered smart wear**
- **Switch to a plain t-shirt with a neat jumper or cardigan for smart casual**
- **Keep skirt lengths long and blouse buttons done up for a smart look**