

Association of Technology, Management, and Applied Engineering
Accreditation Visiting Team Member
On-Site Attire Guidelines

Always discuss clothing expectations with your Team Chair.
Remember, that you are representing ATMAE as well as organization and yourself.

Business casual guidelines for men and women

Business casual is crisp, neat, and should look appropriate. It should not look like cocktail or party or picnic attire. Avoid tight or baggy clothing; business casual is classic rather than trendy.

Basics:

Khaki pants, neatly pressed, and a pressed long-sleeved, buttoned solid shirt are safe for both men and women. Polo/golf shirts, unwrinkled, are an appropriate choice if you know the environment will be quite casual, outdoors or in a very hot location. This may not seem like terribly exciting attire, but you are not trying to stand out for your cutting edge look, but for your good judgment in a business environment.

Shoes / belt:

Wear a leather belt and leather shoes. Athletic shoes are inappropriate.

Details:

Everything should be clean, well pressed, and not show wear. Even the nicest khakis after 100 washings may not be your best choice for a reception. Carefully inspect new clothes for tags, and all clothes for dangling threads, etc.

Use common sense.

If you would not find your attire professional on an ATMAE visit, then neither will the institution.

Specifics for men's business casual

Ties:

Ties are generally not necessary for business casual, but if you are in doubt, wear a tie. It never hurts to slightly overdress; by dressing nicely, you pay a compliment to your host. You can always wear the tie and discreetly walk by the room where the function is held; if no one else is wearing a tie, you can discreetly remove yours.

Shirts:

Long-sleeved shirts are considered dressier than short-sleeved and are appropriate even in summer. Choosing white or light blue solid or conservative stripes is your safest bet. Polo shirts (tucked in, of course) are acceptable in situations that are more casual.

Socks:

Wear socks appropriate for the slacks worn. Preferably, wear mid-calf length so no skin is visible when you sit down.

Shoes:

Leather shoes should be worn. No sandals, athletic shoes or hiking boots.

Facial hair:

Just as with interviews: Facial hair, if worn, should be well-groomed. Check with your contact person at the school to determine how conservative it is; if you are unsure what is appropriate, then dress up.

Jewelry:

Wear a conservative watch. If you choose to wear other jewelry (necklace), be conservative. Men, removing earring(s) is a must.

Specifics for women's business casual

Do not confuse club attire with business attire. If you would wear it to a club, you probably should not wear it on an ATMAE visit. Also, most attire worn on television is not appropriate for business environments. Do not be deluded.

Pants / skirts:

Women can wear casual pants or skirts. Neither should be tight. Fabrics should be crisp; colors should generally be solid; navy, black, gray, brown and khaki are always safe bets. For the most business-like appearance, pants should be creased and tailored; neither extreme nor flowing.

Skirt length and slits:

Your skirt should come at least to your knees while you are standing. While seated, your thighs should be covered. If your skirt comes to just below the knee, a slit to just above the knee might be acceptable. A very long skirt should not be slit to above the knee. Generally, slits in the center back of a skirt — to facilitate walking a stair climbing — are acceptable. Slits to facilitate a view of your legs are not appropriate for business purposes. Slits should not be visible.

Shirt / sweaters:

In addition to tailored shirts or blouses, tailored knit sweaters and sweater sets are appropriate business casual choices for women. Cotton, silk, and blends are appropriate. Velvets and shimmery fabrics suitable for parties are not appropriate. Fit should not be tight. Cleavage is not appropriate on an ATMAE visit.

Jewelry / accessories:

Wear a conservative watch. Jewelry and scarf styles come and go. Keep your choices simple and leaning toward conservative. Avoid extremes of style and color.

Cosmetics:

Keep makeup conservative and natural looking. A little is usually better than none for a polished look. Nails should be clean and well groomed. Avoid extremes of nail length and polish color.

Shoes:

Should be leather or fabric / micro fiber. Appropriate colors are black, navy and brown (to coordinate with your other attire and accessories); white and pastels are not appropriate. For the most conservative look, toes should be covered. Sandals which are neither extremely dressy or extremely casual might be appropriate. Thin straps and high heels are not appropriate. Chunky heels and platforms are not appropriate. Make certain you can walk comfortably in your shoes

Hose:

Not essential for business casual, but are recommended if your skirt is knee length (rather than calf length).

Purse / bag:

If you carry a purse, keep it small and simple, or carry a small briefcase or business-like tote bag in place of a purse. A structured bag tends to look more professional than something soft or floppy. Purse/bag color should coordinate with your shoes. Leather, micro fiber and fine wovens are appropriate. Canvas and straw are not appropriate.

Grooming tips for men and women

Hair:

Should be clean and neat.

Shoes:

Should be in polished condition. Make sure heels are not worn.

Details:

No missing buttons, no lint; and do not forget to remove external tags and tacking stitches from new clothes.

Hands:

Clean fingernails.

Fit:

Clothes should be clean, neatly pressed, and fit properly, neither tight nor baggy.

Smell:

Use perfume or cologne sparingly or not at all. No odors on clothes. Do not smell like smoke.

Hats:

Depending upon the weather, a hat may be worn if of appropriate style and appropriate for the conditions. No baseball caps, stocking caps or similar hats are to be worn.

Facial piercing or tattoos:

No facial piercing is allowed and tattoos should be covered if possible.