



PROCEDURE TRANSMITTAL

SUBJECT:	Job Seeker Dress Code Policy	Procedural/Guidance No.: 1
APPLIES TO:	All Career Center Staff	Effective Date: September 3rd, 2013
		Revised Date: May 1st, 2017
		Expiration Date: Indefinite
REFERENCE:	None	

A. PURPOSE

CareerSource South Florida (CSSF) requires job seekers to maintain a neat and clean appearance that is appropriate for the workplace setting. This policy is intended to define appropriate “interview/job fair attire”, “career center attire” and steps to follow when a job seeker refuses to comply with the dress code policy.

B. POLICY

Personal grooming plays a major role in the development of a Job Ready Workforce and professional environment where 1st impressions are essential. CSSF has implemented a business casual and professional dress code for all jobseekers who receive services at each of our locations.

Initial Visit to the Center

It is the policy of CSSF that all jobseekers are provided access to desired services during their initial visit. If it is determined that the jobseeker has not been informed of the center’s dress code policy then the staff may provide limited services. The jobseeker shall be provided with a copy of the Dress Code Guidelines and informed of appropriate Career Center attire. Staff will be required to enter a case note in Employ Florida with the subject: *dress code*, and must indicate the method in which the guidelines were communicated to the jobseeker.

Approved By: Rick Beasley, Executive Director 	Update to	Issued by: David Gilbert
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2nd Visit to the Center

Job seekers that are determined to have previously been informed of the CSSF Dress Code Guidelines, but lack the appropriate attire to adhere to those guidelines, shall be assessed for referral to a community agency to obtain appropriate attire. Every effort must be made to assist the jobseeker with obtaining appropriate attire. Staff must thoroughly case note in the EFM system each repeat offense.

If a referral(s)/information is provided to assist the jobseeker obtain appropriate attire, then include this in the case note(s). Staff should follow-up with the jobseeker regarding the referral and/or assistance provided to ensure the appropriate attire for their next visit to the Career Center.

3rd Visit to the Center

Job seekers that demonstrate a refusal to adhere to the established guidelines (refusals must be documented in EFM) after receiving a copy of the guidelines and/or referral to additional outside resources will not be permitted to receive services until compliance is demonstrated.

Examples of Appropriate Attire – Career Center Attire

- Hair (head and facial hair groomed)
- Business casual for women slacks/skirts/dresses/blouses
- Business casual for men slacks/khakis/Shirts/Polo Shirts
- Closed shoes/dress sandals/sneakers

Interview/Job Fair Attire

- Hair (head and facial hair groomed)
- Business suits for women/blouses/dresses
- Business suits for men/shirts with collars
- Belts/Ties
- Dress shoes/pumps/dress sandals

Inappropriate attire will NOT be permitted. Jobseekers will not have access to services and will be asked to leave.

Examples of Inappropriate Attire -

- Untidy appearance
- Hair scarf/rollers
- Club wear/tight-fitting clothes/spandex
- Bare midriff and plunging neckline
- Tank/halter tops
- Sweat Suit
- Dress/skirt with high split
- Mini-skirts/mini-dresses
- Flip Flops/T-shirts
- Pajamas
- Beach wear

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- Shorts
- Bare feet/slippers/flip-flops
- Stretch pants/leggings/stirrups
- Jeans/denim skirts
- Baggy or saggy pants
- Hats/caps
- Capri pants

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Rick Beasley, Executive Director

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