



Disability Resources

The Life Design Lab is here to serve students of all backgrounds and identities, and help you reach your individual goals. Connect with your Life Design Educator (LDE) for Diversity and Inclusion, Clifton Shambry (he/him/his), or your major-specific LDE for additional questions and advice.

➤ Student Disability Services (SDS)

Staff in SDS advises Johns Hopkins students with disabilities on available services, navigating the employment process, special opportunities for internships, fellowships and positions, and more. The Life Design Lab works with SDS to offer additional resources and appropriate advice for students with disabilities.

➤ Databases and Places to Find Positions

- [Lime Connect](#) is a nonprofit that prepares and connects high potential university students and professionals – including veterans – who happen to have all types of disabilities for scholarships, internships, full-time careers, and the Lime Connect Fellowship Program with some of the world’s leading corporations. They host recruitment receptions, fellowship programs, scholarships and more.
- [Getting Hired](#) is a recruitment solution dedicated to helping inclusive employers search for and hire professional individuals and veterans with disabilities.
- [Searchable Online Accommodation Resource \(SOAR\)](#) is a resource powered by JAN which allows people to select a category of disability and see the appropriate accommodation options that are available to them through their employers under ADAAA.

➤ Other Resources

- [The Job Accommodation Network \(JAN\)](#): one of the leading providers for information for job seekers regarding the Americans with Disabilities Act Amendments Act (ADAAA).
- [The U.S. Equal Employment Opportunity Commission](#): a government resource providing key information for job applicants who are protected by ADAAA.
- [Federal Resume Guide for People with Disabilities](#): a comprehensive document addressing resume writing and Schedule A federal hiring questions.



LGBTQIA+ Resources

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➤ JHU's LGBTQ Life Peer Mentoring

The Peer Mentoring Program provides support to students who are seeking guidance from a peer in the LGBTQ community.

➤ Out for Work

Out for Work functions as a complimentary component in the total educational experience of LGBT students, primarily in the development, evaluation, initiation and implementation of career plans and opportunities.

➤ Human Rights Campaign Employment Research

Multiple reports and research offer information on employment policies and practices pertaining to lesbian, gay, bisexual and transgender employees.

See the HRC's Corporate Equality Index [here](#).

➤ Additional Resources

- [5 Interviewing Tips for Transgender and Non-Binary People | Indeed.com](#)
- [How To Find an LGBTQIA+ Friendly Workplace | Indeed.com](#)
- [Employment - Nonbinary Wiki](#)
- [4 Job Search Tips for Transgender and Non-Binary People | Indeed.com](#)
- [7 Job Search Tips for Transgender and Nonbinary Folks | The Muse](#)



Guide for Transgender and Nonbinary Job Seekers

What name should I use on my resume?

Use your preferred name on your resume so recruiters, hiring managers, and future employers know how you would like to be addressed. You can also add your pronouns in italics underneath your name. Many people also choose to write their first initial followed by their preferred name and last name.

When am I required to use my legal name?

For background checks, tax forms, health insurance forms*, and other legal documents, you will need to provide Human Resources with your legal name. If you are in the process of a legal name change that has not yet gone through, you will need to provide the name that matches your current identification card. While this may not be your preferred name, HR officers are required to maintain confidentiality about your personal information and only need your legal name to approve work documents. You can request that your preferred name and pronouns be used on non-legal company documents, directories, and email addresses.

*You may be required to disclose your sex on health insurance forms because of sex-specific coverage. You may need to consult with your healthcare provider before completing the gender section of a healthcare insurance form.

Do I need to out myself when I apply for a job or during an interview?

This is a personal decision that each applicant might consider based on the type of job or employer. You will need to determine your level of comfort in disclosing your transition or coming out to your employer. In an interview, you may choose to share your pronouns as you feel comfortable.

Are there certain career areas that are more accepting of transgender or nonbinary candidates?

You should choose a career that highlights your best skills and interests, and every industry has companies and organizations that are reputable for working to end gender identity-based discrimination.



How should I handle providing references?

A reference is a trusted contact, like a previous co-worker or supervisor, that can vouch for your qualifications. Employers reach out to these references to discuss your work history, skills, and work style. If you list a reference from a job you held before you transitioned, reach out to them to share your new name and pronouns so they can use your preferred name when speaking to an employer. You can also confide in your HR manager if you would prefer that they do not contact a previous employer.

I am just starting my transition, am I required to disclose this to my employer?

Every workplace has different guidelines for transitioning employees, and there is typically a designated HR contact who is responsible for creating a plan with the employee to make the workplace transition as comfortable as possible. Check out your company's Intranet or HR site to find these guidelines and who the HR contact is to begin the conversation. For additional information, read the [HRC Foundation's Workplace Gender Transition Guidelines](#).

What can I do if I experience discrimination during the application process or employment?

Federal Law and the US Equal Employment Opportunity Commission (EEOC) prohibit sex and gender discrimination in employment. The National Center for Transgender Equality (NCTE) has an informational page on how to deal with workplace discrimination and how to resolve it in various ways. Check out the page [here](#). Keep in mind that questions about sex, gender identity, and sexual orientation are prohibited for interviewers to ask applicants, and these should be reported to an HR officer.

The Homewood Life Design Lab is committed to helping Trans and Nonbinary students navigate unique challenges in the search for jobs, internships, and research positions.

Connect with your Life Design Educator (LDE) for Diversity and Inclusion, [Clifton Shambry](#) (he/him/his) or your major-specific LDE for additional questions and advice on how to be successful in your search for new opportunities!



Resources for Underrepresented Minorities

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➤ Resources at Hopkins

- [Society for Hispanic Professional Engineers](#) is dedicated to changing lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support and development.
- [Female Leaders of Color](#) aims to provide a space for women of color to establish a sisterhood committed to improving their academic and social environments on campus as well in the surrounding community.
- [Johns Hopkins Underrepresented in Medical Professions](#) provides pre-health workshops and curriculum, holistic advising, peer mentorship, and academic and professional resources and opportunities for students and recent graduates who want to develop their knowledge and essential skills for successfully navigating the pre-med/health pathways at Hopkins and beyond.

➤ Other Resources

- [Health Career Connection \(HCC\)](#) provides opportunity and support to people of all backgrounds and has priority emphasis on students of color, disadvantaged and first-generation students as they are dramatically underrepresented in the health professions.
- [Women in Technology International](#) is the leading organization for the advancement and inclusion of women in business and technology.
- [Diversity Jobs](#) is America's most trusted and affordable source for attracting and hiring diverse individuals who are managers, professionals, executives, faculty or technicians.

A diverse workforce creates more diverse ideas and better solutions to problems, and many companies are recruiting students who will help them achieve those goals. Companies like Deloitte, Boston Scientific, Peace Corps, JP Morgan, T. Howard Foundation and others have held specific events for diversity recruitment at JHU.