

LGBTQIA+ CAREER RESOURCE GUIDE

Being your authentic self is important and taking your whole self to your workplace can be an integral factor in many of your career decisions. Below are resources and tips to help you navigate your company research, your application materials, professional dress, and additional places for more information!

JOB SEARCHING TIPS:

Evaluating a Company

- Utilize resources like the **Human Rights Campaign's Corporate Equality Index** which is a report published by the foundation as a tool to rate American businesses on their treatment of gay, lesbian, bisexual and transgender employees, consumers, and investors.
 - [Click here for the reports each year](#)
- Research the company in various capacities.
 - Company Website: Do they have:
 - An Equal Opportunity/Non-Discrimination policy
 - A Diversity Officer/Committee/Working Group
 - Outlined procedures in cases of unlawful discrimination or harassment
 - LGBTQIA+ focused Employee Resource Groups (ERGs) or Affinity Groups
 - Benefits that use inclusive language, extend equal coverage to same-sex couples/families, and/or offer trans-inclusive healthcare
 - Images supporting/promoting inclusiveness
 - Online:
 - Employee reviews (ex: Glassdoor)
 - Informational interviews with current/former employees (ex: LinkedIn)
 - Additional Rankings, Reviews, or Testimonials (ex: Firsthand)
 - Recent News Reports
 - Campaign Donations (ex: OpenSecrets.org)
 - On Site/Company Engagement:
 - What do shared spaces look like?
 - Do you see positive reinforcement? (Pride flags, pictures, promotion of allyship)
 - Did emails have pronouns in the signature and/or did they introduce themselves and identify their own pronouns?
 - Can you speak with someone in an LGBTQIA+ ERG or self-identified?

Utilize LGBTQIA+ Specific Job/Internship Boards

- [Massachusetts LGBT Chamber of Commerce](#)
 - Find companies hiring and roles in Boston and greater metro area
- [All LGBTJobs](#)
 - All LGBTJobs.com is a job search engine that finds job listings from company career pages, other job boards, newspapers and associations
- [Pink Jobs](#)
 - Pink Jobs features LGBTQIA+ friendly job roles from pro-equality employers
- [Out and Equal](#)
 - Powered by WorkplaceDiversity.com, connects companies with candidates from all types of different backgrounds for over 15 years
- [Campus Pride](#)
 - Campus Pride is a job board for the college-age members of the LGBTQIA+ community

- [Out Professionals](#)
 - Search jobs by employers, industry, location and more. Also has separate job boards for additional diversity areas
- [Pride Careers](#)
 - Search jobs by industry, location, and access multiple other channels and networks regarding intersectionality with LGBTQIA+ identities
- [LGBTConnect](#)
 - Find jobs by category, company, location, and more. Also shows archived companies to see who has recruited on site historically and previously.
- [Out In Tech](#)
 - Job board specifically for individuals interested in the computer and tech fields
- [Out 4 Undergrad](#)
 - Not a job/internship board, but sponsor undergraduate students to attend industry specific conferences focusing on LGBTQIA+ companies, networking, and opportunities

APPLICATION MATERIAL TIPS:

Coming out on a resume or cover letter depends on your own comfort level and interest in sharing your sexuality, pronouns, or gender identity with others. It is a very personal decision to come out at any stage, much less in the application process. As such, there is no right or wrong answer and is entirely up to you and your comfort level. If you are looking to indicate your sexuality, pronouns, or gender identity, consider the following:

- Resume & Cover Letter
 - List your pronouns under your name in the heading of your documents. EX:

Jesse Rodriguez
(they/them/theirs)
595 Commonwealth Ave, Boston, MA
617-353-2650 • jessierodriguez@email.com
 - Name vs. Legal Name
 - Resumes and cover letters are not legal documents. You can use your name even if it does not reflect the name on a government-issued ID. However, documents used for background checks, social security, tax, or insurance paperwork will require your legal name.
 - Ways to address a mismatch between your application and legal documents:
 - Include the first initial of your legal name or full legal name with the name you use in quotes. (EX: S. Dawn Roberts or Sean “Dawn” Roberts)
 - Use the name on your government-issued ID and disclose your gender identity and name later in the hiring process or after an offer
 - If you are comfortable coming out in the hiring process or are already acquainted, use your name and address legal documents with HR
 - Include LGBT involvement
 - Clubs/Orgs, Volunteer Work, Conferences, Presentations, etc.
 - Disclose identity within a cover letter
 - “As a LGBTQ identified female, I’m eager to work with an organization that values inclusion, diversity of thought, and a myriad of candidate backgrounds.”
 - If using a recruiter or individual’s name in a cover letter, address them using their full name to avoid pronoun assumption.
 - EX: “Dear Taylor Smith,”

Boston University and Questrom Specific Resources

- [Center for Diversity, Equity, and Inclusion](#)
 - Find resources for faculty, staff, and students at Questrom and across the BU campus, notice of events, and reports and updates from the Questrom DEI Committee.
- [The Center for Gender, Sexuality, and Activism \(CGSA\)](#)
 - A student-run space, committed to fostering a safe environment for people of all genders and sexualities. The Center is in the basement of the George Sherman Union and open 10am-5pm, Monday through Fridays during the academic year.
- [Howard Thurman Center \(HTC\) - LGBTQIA+ Community Resources](#)
 - The HTC advances Dr. Thurman's philosophy of self-exploration and community building through meaningful and creative shared experiences. This guide highlights essential resources both on campus and beyond for the LGBTQIA+ student community here at Boston University. Check out the full guide and links to additional resources.
- [Dean of Students - LGBTQIA+ Resources](#)
 - Collection of on campus resources to support and affirm the LGBTQIA+ community at Boston University. Find more information on student clubs, healthcare options, the process and ways to change name/ID cards, and more.
- [Gender Neutral Bathroom Map](#)
 - Google Map of all-gender restrooms available on campus. Includes building, location within building, and description of spaces available.
- [BU OUT List](#)
 - For LGBTQIA+ BU faculty, staff, students, and the larger BU community to connect, share resources, and promote visibility. The BU Out List is Kerberos protected and only visible to BU affiliates.

Boston University & Questrom Undergraduate LGBTQIA+ Student Clubs



[Pride in Business](#)

- Open to LGBTQ+ undergraduate students and allies. A premier business club dedicated to the support and professional development of LGBTQ+ business leaders



[Trans Listening Circle](#)

- A weekly-meeting club for people who are transgender, nonbinary, gender non-conforming, questioning, and more to find community on campus, spread awareness, and facilitate inclusion.



[Queer Activist Collective – “Q”](#)

- BU's largest LGBTQ+ student organization to ensure awareness, visibility, & full inclusion of the LGBTQ+ community. Committed to creating programming and passionate about advocating for communities often excluded from mainstream LGBTQ+ spaces



[Queer Student Leader Consortium](#)

- Open to any LGBTQIA+ BU student (undergraduate and graduate). Offers a chance to meet others, hear about LGBTQIA+ initiatives from BU departments, share challenges & successes, and develop community. Meetings are 1x/month, participate as you please.



[BU Athlete Ally](#)

- Fosters an inclusive environment for LGBTQIA+ student-athletes and allies through community, visibility, education, and empowerment for students to be authentic in themselves as athletes and people.

FAQs

Should I come out during the interview process or at work in general?

A: Coming out is an entirely personal process and choice. There is no right or wrong time to come out. Should you choose to, here are additional resources that may provide support!

- [HRC – Coming Out at Work Article](#)
- [Out and Equal Resources and Guides](#)
- Panel Discussion Video: [Presenting Yourself Authentically at Work](#)
 - 1-hour video of several LGBTQ+ identified individuals discussing workplace experiences and perspectives. Hosted by the Massachusetts LGBT Chamber of Commerce.

What's professional dress if I identify as non-binary or gender queer?

A: The decision to dress according to “traditional”, cisgender norms or to wear clothes that allow you to express your gender identity may vary depending on the company, your personal comfort level, and many other factors. Here's the best answer: wear clothing that makes you feel confident! Gender neutral clothing is appropriate for anyone and everyone. Just make sure what you select achieves the 3 Ps: proper-ish fit, polished, and professional. Here are additional resources for ideas and support!

- [Gender Neutral Guides: What to Wear for an Interview](#)
- [Non-Binary Professional Dress Pinterest](#)
- [Questrom Feld Center Resource](#)
- [BU Professional Clothing Closet](#)

Do you have more resources about how to evaluate a company?

A: Yes! Here are some great articles and guides that explain more in-depth various policies, groups, social media presence, and information to look for when researching a company!

- [LGBTQ+ workplace resource guide](#)
- [How to Tell if a Company is LGBTQ+ Friendly](#)
- [HRC's GenEQ Guide to Entering the Workforce](#)
- [HRC's State Scorecards](#)

What if I'm misgendered in the workplace or in an interview?

A: Someone using the wrong pronouns or name for you is an awful experience. How you handle that experience may vary depending on your comfort level, environment, and who is the culprit. Often, it is suggested to address it with the individual who made the mistake in hopes it is a one-time event. Should it continue happening, look to the company's Equal Employment Opportunity (EEO) guidelines and see if there are outlined steps suggested to take for filing a formal complaint. If this information is not available or outlined, **speak with your manager and/or a HR representative**. While there is no right or wrong way to address your pronouns or name, here are additional resources for support.

- [HRC – Talking Pronouns in the Workplace](#)
- [Navigating the Workplace as a Non-Binary Individual Blog](#)
- [HRC - Transitioning in the Workplace: A Guide for Trans Employees](#)

How can I be a better Ally?

A: Being an ally is important and necessary. There are many ways you can show your allyship in a work setting, as a friend, as a family member, or simply as a member of the community. As an ally, it's important to listen, to stand up for others when you see discrimination happening, and to always remain open minded. While there are a range of supports and/or behaviors one can make, here are resources to provide ideas for places to start or actions to take.

- [HRC - Guide to Being an LGBTQ+ Ally](#)
- [Forbes - How to be an Ally at Work](#)
- [Dos and Don'ts of Being a LGBTQ Ally](#)
- [Trevor Project - Guide to Being an Ally to Transgender and Nonbinary Young People](#)