

# Career Resources for Students Identifying as LGBTQ

*This resource is a supplement to our Career Guide. Please refer to the guide for additional information on certain sections.*

As you prepare to enter the workforce, you may find that you have questions about how your sexual identity, gender expression and gender identity will be supported on the job. You may also be concerned about how company culture and policies affect or support LGBTQ employees and families. Industries and geographic locations vary in their acceptance and support for the LGBTQ community and you will want to research your options to meet your individual needs. These are complex issues so you are encouraged to talk these things through with on-campus resources. Below are some suggestions that may help guide your search.

## **FINDING AN ORGANIZATION/COMPANY THAT SUPPORTS DIVERSITY**

- There are a number of resources available online (see back) to research specific company attitudes and policies around LGBTQ topics.
- Check the 'careers' or 'human resources' page of the company website. Look for information about diversity and inclusion policies and programs.

Does the company have **Employee Resource Groups** (ERGs), also called affinity groups? These are groups of employees who join together in their workplace based on shared characteristics or life experiences.

- Speak to current employees. Use networking opportunities to expand your connections, hear about others' personal experiences navigating this process, and gain insider knowledge about specific company diversity practices. (For more information on networking, see the Career Guide.)
- During the interview, ask questions about the company culture and how they embrace diversity. Remember, interviewing is a two-way street. This is your opportunity to learn more about the company and whether it is a good fit for YOU. (For more information, see the Career Guide.)

## **DETERMINING HOW TO REPRESENT YOURSELF IN YOUR APPLICATION MATERIAL**

If the name with which you identify does not match your given name, there are a number of ways to represent your preference on your application material, including:

*Given name (Preferred Name) Last name*  
*Preferred name (Given name) Last Name*  
*Preferred Name Last Name*

Each individual will have a unique experience. How you choose to represent yourself depends on how comfortable you feel with a potential employer having that information. Before making the decision, consider what you know about the company's attitudes toward diversity.

\*\*Whether or not you have legally changed your name, you may need to provide your previous legal name for background check purposes if that name was used in past employment. The Q Center staff is there to support you in navigating this situation.

## **DECIDING WHEN TO 'COME OUT' TO AN EMPLOYER**

It is important to note that you do not have to disclose your gender or sexual identity to your employer. If you do choose to disclose, there are various opportunities for when to 'come out' to an employer, including:

- In your application material (resume/cover letter)
- During the interview
- On the job

There is no correct answer and multiple factors may contribute to a person's decision to disclose their sexual orientation and gender identity. Consider the company's work culture, diversity policies and your own level of comfort and safety.

## HOW TO HIGHLIGHT YOUR PARTICIPATION IN DIVERSE STUDENT GROUPS AND ORGANIZATIONS

Your involvement in diverse student groups and organizations can provide great experience and many marketable skills that you would want to include on your resume. There are different ways to showcase your involvement in these activities depending on your level of comfort disclosing your sexual orientation or gender identity.

MORE COMFORTABLE	LESS COMFORTABLE
<p><b>Rainbow Pride Union</b> <i>Vice-President</i></p> <ul style="list-style-type: none"><li>• Collaborated with e-board members to develop and promote programming which worked to engage new students in the LGBTQ Community</li><li>• Assisted in developing strategic plan to improve marketing and engagement in Pride Week events</li></ul>	<p><b>Campus Diversity Organization</b> <i>Vice-President</i></p> <ul style="list-style-type: none"><li>• Collaborated with e-board members to develop and promote programming which worked to engage new students into the campus community</li><li>• Assisted in developing strategic plan to improve marketing and engagement in campus-wide events</li></ul>

Remember that anything on your resume is fair game for an employer to inquire about during an interview so make sure you're prepared to discuss anything listed.

## GENDER NEUTRAL PROFESSIONAL DRESS

Your gender identity and expression may not align with traditional gendered professional dress. You are encouraged to incorporate these elements into your business attire as you see fit. While you should not feel pressured to present yourself in a way that does not align with your identity, many professional settings have general expectations about employee dress.

*In general, clothing should be:*

✓ Tailored

✓ In good condition

✓ Wrinkle and lint free

For examples of professional dress, see the Career Guide.

A **mock interview** at the Fleishman Center is a great way to practice your skills and address any concerns you have about dressing for the interview.

## ADDITIONAL RESOURCES

- **Online:** Review the Fleishman Center's Career Tools page at [bit.ly/lgbtq-resources](https://bit.ly/lgbtq-resources) for a list of LGBTQ specific career resources
- **On Campus Resources:** Q Center, Multicultural Resource Center, Division of Diversity, Equity and Inclusion
- **Corporate Equality Index:** A report released annually that provides an in-depth analysis and rating of large US-employers and their policies and practices pertinent to LGBTQ employees. They are evaluated based on:
  - Equal Employment Opportunity Program
  - Employment benefits, including transgender-inclusive medical covered
  - Organizational LGBTQ competency
  - Public commitment to LGBTQ support

Businesses rated 100% are listed in their "Best Places To Work" directory ([hrc.org/resources/best-places-to-work-2019](https://hrc.org/resources/best-places-to-work-2019))

The Fleishman Center is here to support you throughout your personal career development. Schedule an appointment with a Fleishman Center career consultant in hireBING to talk about any of these topics in more detail. Walk-in career consulting hours are also offered in the Q Center.

### KNOW YOUR RIGHTS:

There are state and local laws that protect individuals and their families from workplace discrimination. In New York State, employees in the private and public sector are protected from discrimination on the basis of sexual orientation and gender identity, but this is not extended in all states. **The Human Rights Campaign** ([hrc.org](https://hrc.org)) and **Lambda Legal** ([lambdalegal.org/know-your-rights](https://lambdalegal.org/know-your-rights)) provide up to date information about anti-discrimination laws and regulations across the country.