Navigating the Job Search Process as a LGBTQ Identified Individual

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Meet the Host…

Host: Jamie Piperato
Position: Webinar Core Member for GLBT KC
Assistant Coordinator for the Office of Institutional Equity, Diversity, and International Student Services at Penn State Altoona
Academic Institution: Indiana University of Pennsylvania, Student Affairs in Higher Education
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Meet the Panelists...

Scott Guerrero
Assistant Director of Financial Aid at the University of Kansas

Scott, originally from Chicago, IL, completed his Bachelor’s degree in 2010 in Music Education and Spanish from Illinois State University. He began working in the Academic Testing Center at ISU, while beginning graduate work in higher education. Soon after, he was hired as an Advisor in the Financial Aid office and stayed there throughout the completion of his master’s degree in 2012. While at ISU he has gained experience in Admissions, Housing, Orientation, and Athletics. Currently, he resides in Lawrence, KS and serves as the coach for the women’s club volleyball team as well as the advisor for Delta Lambda Phi, a progressive male fraternity at the University of Kansas.

Dominiece Hoelyfield
Career Resources Specialist at Missouri State University

Dominiece currently works at Missouri State University’s Career Center as a Career Resources Specialist. She obtained her Bachelors of Arts degree in 2008 from Southern Illinois University–Carbondale and Master of Science degree in College Student Personnel and Administration at Illinois State University in 2012. Dominiece has previous work experience as a Letter Carrier for the United States Postal Service (USPS), Diversity Initiatives Graduate Assistant for Illinois State University’s Career Center, Graduate Assistant for Student Support Services TRiO, and House Director for Kappa Delta Sorority.

Mahlía Joyce
Academic Advisor for the Acupuncture and Oriental Medicine Program at Maryland University of Integrative Health

Mahlía Joyce has dedicated much of her career and life in service to others. For eight years, Mahlia worked in various capacities of diversity and multicultural education with in the Office of Diversity and Multicultural Affairs at McDaniel College. There, she created programs and services to meet the needs of multicultural students, to educate the campus and surrounding community, assisted in the creation of a local GLSEN chapter and supported student-led organizations in their outreach and educational efforts.

Currently, Mahlia works as the Academic Advisor for the Acupuncture and Oriental Medicine Program at Maryland University of Integrative Health (MUH), a leader in the field of complementary and alternative health.

Contact Information will be provided at the end of the presentation.
Questions...

- Should I “out” myself in my resume, cover letter, and/or interviews?
  - This is a personal decision and is dependent on how out you would like to be in the workforce
    - Take steps to identify how out you want to be about your sexual orientation/gender identity (use assessment at the end of this presentation to help)
    - Reflect on how you want to present your LGBTQ organizational involvement on your resume (See Next Question)
  - Research your audience.
  - Is it likely that the organization that you’re applying to will look favorably upon LGBTQ-related experiences or activities?
Questions...

- How can I emphasize my skills gained through work with LGBTQ organizations without “outing” myself?

  - Three Options:
    - Out & Proud!
      - Be open about your involvement and your passion for the organization
    - Emphasize skills rather than organization
      - Highlight leadership, budgeting, event planning, public speaking and organizational skills.
    - Omit any reference
      - You must weigh the pros and cons of expressing this information on a resume. You might come to the conclusion that you do not want to include it. This is a personal choice.

  Perception is key! Focus on your skills! Keep it professional!
Questions...

- What can an employer ask me during an interview legally pertaining to my sexual identity or gender identity?
- It is illegal for employers to ask you about your sexual orientation or gender identity.
  - Caution: once an interviewee discusses personal information, employers are allowed to ask questions about that identity
    - Example: “My partner and I will be moving to South Carolina and are both looking for jobs”
      - The employer can now ask you questions about your partner.
Questions...

What are the pros and cons of being “out” in the workplace?

Pros:
- Allows you to develop as a whole individual on a personal and professional level
- You are more able to share your genuine self with others and what you value.
- Able to establish a network of friends and colleagues who can support and encourage you.

Cons:
- May face judgment and/or discrimination
  - Understand that some may have negative views of the LGBT community
- May be an unsafe environment
Questions…

How do I search for LGBTQ friendly employers or identify them during a job interview?

Here are resources that will help identify LGBTQ friendly environments:
- Human Right Campaign website
- The Career Center hosts three annual networking events
- Human Rights Campaign’s Worknet
- LGBT Career Link
- PlanetOut
- GayWork.com
- Federal Globe
- ProGayjobs.com
- Transgender Guide
- Transgender Law & Policy Institute
- Reaching Out MBA Conference
- Out For Work

Here are some ways to identify LGBTQ friendly employers during an interview:

- Are they using inclusive language (e.g., partner)?
- Does the organization have policies that support the LGBTQ community (e.g., nondiscrimination policies)?
- Which employers offer health and benefits for domestic partners?
- Look at micro-facial expressions
- Be observant of your environment!
  - Are there safe zone stickers?
Questions…

- What rights do I have as a Lesbian, Gay, or Bisexual individual?
  - Research the organization for policies that protect you!
    - They may be different from the state’s laws
  - Human Rights Campaign:
    - **Federal:** Federal employment discrimination protections are currently provided based on race, religion, gender, national origin, age and disability only, meaning each state decides whether or not to include discrimination protections for LGBT people.
    - **State:** Only 17 states plus the District of Columbia provide statewide non-discrimination protections for LGBT residents. Four states provide protection but only based on sexual orientation. Yet other states offer laws and policies covering only public employees. For a full breakdown, click here.
Questions…

- What rights do I have as a Trans* individual?
- (See the slide before)
If I am employed and planning to transition on the job, how should I navigate this process?

Suggestions include:

- Begin working with a qualified, fully licensed therapist so you are prepared psychologically and have extra support as needed
- Believe in yourself and in your ability to live your life on your own terms
- Build a support system for yourself before you come out at work
- Talk with management or human resources and create an open dialogue
- Research your organization’s employee nondiscrimination policy (or lack thereof)
- Evaluate your work relationships - who do you know will be supportive and who may not be supportive?
- Begin to change your documentation such as name, license, and social security

The Complete Guide to Transgender in the Workplace- Vanessa Sheridan
Questions…

- If hired, what considerations are important with regard to health insurance as a trans* individual?
  - Resource: Healthcare Equality Index (See Resources) by Human Rights Campaign

- Privacy regarding the gender marker for health care is protected under human resources’ confidentiality policies

- Look through the policies to see the coverage that is available to you
Questions from you…

- How do you navigate the discussion about working with LGBTQ students when interviewing at a more conservative institution?
- Know the organizations’ resources and/or policies
- Be open about asking questions
- Realize that students in these institutions need support
- Understand there is a fine line with these type of conversations and one must be prepared for the outcomes
- Students have the power! Find out their needs!
Questions from you…

- What advice can you give for those who are interviewing that may be gender non-conforming?
  - Be comfortable with who you are as a person!
    - If you are uncomfortable with what you are wearing or how you are acting—employers will recognize that you are uncomfortable (they may not know why)

- What advice can you give for those who are nervous about disclosing pronoun preference during the interview process?
  - You must make the decision to disclose pronoun preference or gender identity during the interview process based on your own comfort level
  - You have control!
  - It is up to you to educate people on your identity!
Questions from you…

- As a prospective career services professional, what can I do to support GLBT students as they job hunt and prepare for the workforce?
- Have the resources available to them
- Start the conversation!
- Be armed with the information (use this presentation as a reference)!
- Expose them to resources such as Glass Door, Yelp, etc…that allow them to research the company
- Do your research! Hold informational interviews!
- Be sure to check out the professional organizations and see the policies that they support!
Resources...

Online Resources for LGBTQ Students

For more information on how and in what states their rights are protected, direct students to websites such as:

Lambda Legal
www.lambdalegal.org

National Gay and Lesbian Task Force
www.ngltf.org

Pride at Work
www.prideatwork.org

Transgender Law and Policy Institute
www.transgenderlaw.org

(NACE, 2013)
Resources...

**CORPORATE EQUALITY INDEX 2014**

**MAJOR BUSINESSES CHAMPION LGBT EQUALITY IN RECORD NUMBERS**

Human Rights Campaign Foundation’s 2014 Corporate Equality Index is the national benchmarking tool on corporate policies and practices pertinent to lesbian, gay, bisexual and transgender employees.

In the 2014 CEI report, 304 major businesses — spanning nearly every industry and geography — earned a top score of 100 percent and the distinction of “Best Places to Work for LGBT Equality.”

[READ THE REPORT]

**Coming Out at Work**

Being open at work can be a daunting challenge. But it can also relieve the daily stress of hiding who you are. At the same time, however, no one wants to put their job security or opportunity for advancement in jeopardy. So here are some things to think about as you consider whether or not to come out at work:

**Questions to Ask**

- Does your employer have a written non-discrimination policy? Does it specifically cover sexual orientation and gender identity/expression? Does insurance cover domestic partner benefits? Does health coverage cover transitioning costs?
- Is there a lesbian, gay, bisexual and transgender employee resource group at your workplace?
- What’s the overall climate in your workplace? Do people tend to make derogatory comments or jokes? Are any of your co-workers openly LGBT?
- What are your work relationships like? Do people discuss their personal lives? Are they asking questions about yours? Is the atmosphere friendly or guarded?
- Does your state or locality have a non-discrimination law including sexual orientation and gender identity/expression?
- Is your company ranked on the Human Rights Campaign Corporate Equality Index? If so, what rating has it earned?

**Moving Forward**

Once you’ve assessed your workplace atmosphere, here are some practical steps to take:

- Identify someone who is LGBT or LGBT-supportive, and talk to them first.
- Take a breath. People will often take their cues from you on how to talk and feel about LGBT issues. The more casual you are, the more likely they are to follow your lead.
- Make a plan.
- Talk about LGBT-related news stories, movies, TV shows or other topics as a way to signal your views or start the conversation.
- Bring a partner or date to company functions, or have them meet you at work one day.
- Put an HRC sticker and a picture of your partner on your desk.

**Benefits of Being Open at Work**

- Eliminates the need to hide or mislead.
- Makes deeper friendships possible.
- Breaks down barriers to understanding.
- Builds trusting working relationships.
- Lets us bring our “whole selves” to work.
- Being open can make you more productive, and can even benefit your career because your peers will see you in a new, perhaps even courageous, light.

[http://www.hrc.org/campaigns/corporate-equality-index]
Resources…

HEALTHCARE EQUALITY INDEX

The Healthcare Equality Index (HEI) is a unique and invaluable resource for healthcare organizations seeking to provide equitable, inclusive care to LGBT Americans—and for LGBT Americans seeking healthcare organizations with a demonstrated commitment to their care. This free online survey, offered annually since 2007, has been widely praised for transforming LGBT healthcare nationwide.

Each year, hundreds of hospitals and clinics show their commitment to optimal care for LGBT patients by using the HEI to:

- Ensure that they meet legal, CMS and Joint Commission requirements for LGBT patient-centered care
- Receive a benchmarked assessment of their performance against the Core Four foundational criteria for LGBT care and 30+ additional best practices for optimal care
- Access free expert training in LGBT care for staff at all levels
- Minimize risk and complaints—and maximize safety, quality and satisfaction
- Win public recognition as “Leaders in LGBT Healthcare Equality” and reach out to an often overlooked patient group

The HEI 2013 report, released in Summer 2013, allows LGBT patients and interested others to learn which U.S. healthcare facilities have participated in the HEI and which have been designated as Equality Leaders. It also shows how each of the 718 HEI-rated facilities performed against the Core Four criteria for LGBT care, and how many of them have adopted 30+ additional best practices for LGBT care.

Healthcare organizations are warmly invited to participate in the HEI 2014 free of charge. Participating facilities receive extensive support from HEI staff as they learn about LGBT patient-centered care and register their employees for popular online training.

http://www.hrc.org/hei#.Uw8wS IdX6U
Resources...

Campus Pride Trans Policy Clearinghouse

Are you a prospective student wondering what campuses have gender-inclusive housing? An administrator researching trans-inclusive health insurance models to implement on your campus? A parent looking for trans-friendly colleges and universities for your child? You've come to the right place! The Campus Pride Trans Policy Clearinghouse is the premier resource for transgender policies at colleges and universities. The clearinghouse is updated regularly by Dr. Genny Beemyn, a noted scholar on trans issues in higher education and the Director of the University of Massachusetts Amherst's Stonewall Center.

Now you can search trans policies at colleges and universities across the United States (last modified 2/2/14):

- Colleges and Universities with Nondiscrimination Policies that Include Gender Identity/Expression
- Colleges and Universities that Cover Transition-Related Medical Expenses Under Student Health Insurance
- Colleges and Universities that Cover Transition-Related Medical Expenses Under Employee Health Insurance
- Colleges and Universities that Provide Gender-Inclusive Housing
- Colleges and Universities that Allow Students to Change the Name and Gender on Campus Records
- Colleges and Universities with a Trans-Inclusive Intramural Athletic Policy

To become a trans advocate on your campus, learn more about the Best Practices to Support Trans and Other Gender Nonconforming Students and see how your campus scores on the Trans Checklist for Colleges and Universities. Also, check out these trans resources from other individuals and organizations. If you have any updates or edits, please contact Campus Pride at tpc@campuspride.org.

http://www.campuspride.org/tpc/
Resources...

Questions for Self-Assessment

To aid in the reflection process, counselors can present the following questions or similar ones to their students:

1. If I choose to (withhold/disclose) this information, I might (feel/experience/be able to) _____________________________.

2. If I choose to (withhold/disclose) this information, my (employer/co-workers) might (feel/experience/be able to) _____________________________.

3. If I choose to (withhold/disclose) this information, my partner might (feel/experience/be able to) _____________________________.

4. My professional life is (an extension of/ completely separate from) my personal life.

5. I am (very/some what/not very/not at all) open about my personal life with co-workers.

6. It is (very/some what/not very/not at all) important for me to develop interpersonal relationships with my boss or co-workers.

7. It is (very/some what/not very/not at all) important for my partner to attend company social events.

8. It is (very/some what/not very/not at all) likely that I will share details of my weekend or holiday experiences with co-workers.

9. Rate your perception of overall diversity within this workplace (1 being “not at all diverse” and 5 being “very diverse”).

   1  2  3  4  5

10. Rate your perception of the overall climate/culture within this workplace (1 being “very hostile” and 5 being “very welcoming”).

   1  2  3  4  5

11. Rate your overall readiness to “come out” in the workplace (1 being “not at all ready” and 10 being “completely ready”).

   1  2  3  4  5  6  7  8  9  10

(NACE, 2013)
Resources...

LGBTQ Job Search Guide

Overview

“The most important thing to remember is that this is a personal process and you ultimately need to decide what makes you most comfortable.”

Campus climate and institutional fit are important considerations in the job search process and should not be overlooked. Personal fit is equally as important as professional fit. This document is intended to assist Lesbian, Gay, Bisexual, Trans*, and Queer new professionals in navigating the job search process. The most important thing to remember is that this is a personal process and you ultimately need to decide what makes you most comfortable.

Indicators of LGBTQ Friendly Workplace

- Nondiscrimination statements and policies on the basis of sexual and gender identity and expression
- Domestic partner benefits
- Employee diversity education programs
- Support of LGBTQ persons outside the office and in the community
- Safe Zone/ Ally Programs
- Standing advisory committee, panel, or board with LGBTQ students, staff, and faculty
- LGBTQ courses offered within the curriculum
- Support provided for LGBTQ professional development experiences
- LGBTQ resources and professional staffing
- Participation in Climate Surveys
- Presence of LGBTQ faculty/staff or professional network

During the Interview

- Ask questions about the institution's diversity initiatives
- Keep questions job related, it is inappropriate to ask about the sexual orientation of other employees
- Don’t make sexual orientation or gender expression an issue in the interview, ask a question or two and move on
- Look at the halls and offices; do you see examples of a diversity minded office?
- If available, be familiar with the institution's climate survey, and ask questions as appropriate
- Make them want you by putting your best foot forward

Come Out vs. Not to Come Out

Questions to consider about coming out in a resume or interview:

- How important is being out?
- Do you separate your personal and professional life?
- Are you coming out for political reasons?
- How visible have you been out in the past?
- Will you be upset if you do not come out?
- Will you just wait to see if the opportunity arises?
- Will you share LGBTQ membership on your resume?
- Do you want to be known as the queer professional or the professional who happens to be queer?

Resources:

- ACPA Standing Committee for LGBT Awareness - http://www.mycapa.org/sc/sdgbta/
- NASPA LGBTQ Issues Knowledge Community - www.naspa.org/kc/gbt/default.cfm
- National Gay and Lesbian Task Force - www.thetaskforce.org
- The Placement Exchange - www.thelacementexchange.org
- Out for Work - http://outforwork.org

LGBTQ Job Search Guide Created by Kevin Lipin, Jeannie Sabaroff, and Jamie Piperato
Resources...

- **ProGayJobs.Com** - First e-Recruitment site dedicated to gays and lesbians to get jobs in gay-friendly companies. The website provides job postings from companies that promote diversity and provide safe and open environments for Gay and Lesbian workers.

- **Out For Work** - A nonprofit dedicated to educating, preparing, and empowering LGBT college students and their allies for the workplace. Includes a Career Library of information, and conferences for students and alumni.

- **LGBT Career Link** - Find jobs, learn about employment at diversity-friendly companies and research careers by networking with your LGBT and allied colleagues.

- **National Gay & Lesbian Chamber of Commerce (NGLCC)** – Business advocate for LGBT owned and friendly businesses, entrepreneurs, professionals, and corporations.

- **Lamda Legal** - National LGBT civil rights organization; web site includes information about workplace discrimination cases.

- **The R. Scott Hitt Foundation** – Internship programs designed to expose students to nonprofit organizational work in the field of gay and lesbian nonprofit advocacy.

- **Center for Gender Sanity** – Advice and assistance for all aspects of gender transition in the workplace.

- **National Consortium of Directors of LGBT Resources in Higher Education** - Includes job listings for college and university positions.
Scholarship Resources for Students...

- GoFinancialAid.com - A list of financial aid information for the LGBT community.

- About.com - List of LGBT Scholarships.

- College Scholarships.org - List of LGBT Scholarships.

- FinAid.org - List of Financial Aid Links for LGBT Students.

- HRC.org - List of Scholarships for LGBT Students.

- Suite101.com - List of LGBT College Scholarships.

Contact Information…

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Thank you for participating in this webinar!