

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 2020 rankings. (For previous year index reports, click [here](#))
- 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: Vault)
 - Recent News Reports
 - On Site:
 - 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
- [Diversity Search](#)
 - This site is a diversity career portal for minorities, women, and other job seekers and diversity recruiters
- [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 Professional Network](#)
 - Search jobs by employers, industry, location and more. Also has separate job boards for additional diversity areas
- [T JobBank](#)
 - Focuses on employment for the worldwide transgender community
- [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:

Whether or not to come out on a resume or cover letter depends on your own comfort level and interest in sharing your sexuality or gender identity with others. It is a very personal decision to come out at any stage, much less in the job search process. As such, there is no right or wrong answer and is entirely up to you and your comfort level. If you are looking for ways to indicate your sexuality 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 chosen name even if it does not reflect the name on your government-issued ID. However, documents used for background checks, social security, tax or insurance paperwork will require your legal name on them.
 - 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 chosen name later in the hiring process or after an offer
 - If you are comfortable coming out early in the hiring process or are already acquainted with the hiring manager/recruiter, use your chosen name initially
 - Include LGBT involvement
 - Clubs/Orgs
 - [Pride in Business](#)
 - [“Q” – BU’s Queer Activist Collective](#)
 - Volunteer Work
 - Internships
 - Conferences

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 gender expansive 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 Interview Attire and Business Clothing](#)
- [Non-Binary Professional Dress Pinterest](#)
- BuzzFeed Video: [Finding Gender Neutral Clothing on a Budget](#)

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!

- [How can I tell if a company is LGBTQ friendly? - Glassdoor](#)
- [LGBTQ+ workplace resource guide - Zippia.com](#)
- [HRC's GenEQ Guide to Entering the Workforce](#)

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 may handle that experience can vary depending on your comfort level, the 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 guidelines (EEO) guidelines and see if there are outlined steps they suggest you take to file a formal complaint. If this information is not be available or outlined, **speak with your manager and/or a HR representative**. The conversation would be kept confidential and should be a safe space to discuss the issue. 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](#)
- [Six Pronoun Practices to Build Trans-Affirming Workplaces](#)

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 – Coming Out as a Supporter Guide](#)
- [PFLAG – Guide to Being an Ally](#)
- [PFLAG – Allyship Resources](#)
- [CNN – How to be an Ally](#)