

LGBTQIA+

Career Guide



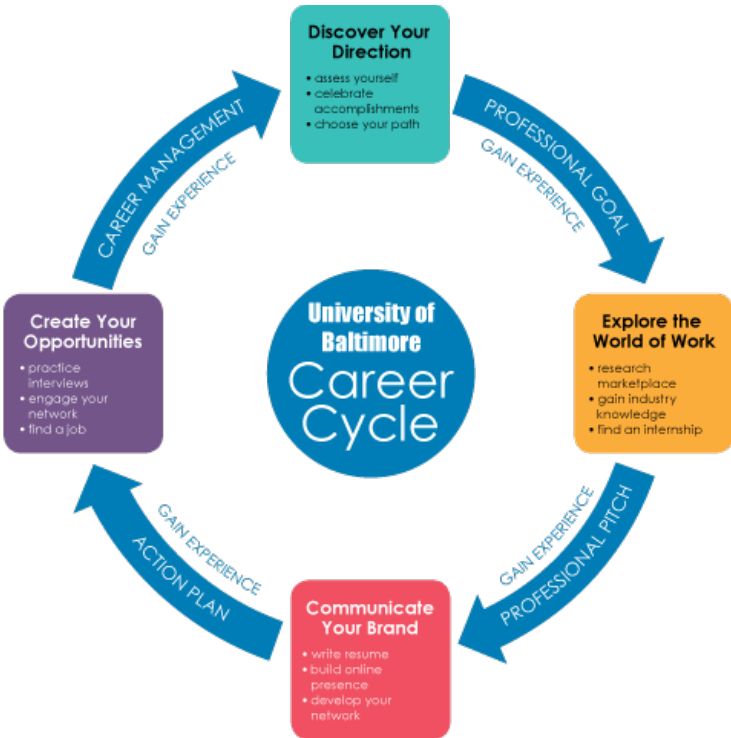
UNIVERSITY OF
BALTIMORE

Career and Internship
Center

Introduction

LGBTQIA is an acronym that stands for: Lesbian; Gay; Bisexual; Transgender; Queer; Intersex; Asexual

The UB Career Cycle



The UB Career Cycle offers a foundation for you to continue to grow as an expert career manager.

This guide is a supplemental resource that offers career-related advice and tools for the LGBTQIA community to navigate their careers. The guide includes information on the job search process, workplace considerations, knowing your rights, and provides a comprehensive list of university, national, and industry-specific resources.

Job Search Process

Assess Your Career Interest and Skills

The traditional job search process includes identifying your interests and skills while considering what your career goal is. These help to provide direction for your search. The Career and Internship Center provides assessments such as the Clifton StrengthsFinder (Strengths), the Meyer Briggs Type Indicator (MBTI), and the Leadership Challenge at no cost to students and recent alumni. You can receive career coaching to compliment the assessment reports to help you understand how you process information, communicate with others, and handle work scenarios.

Develop Your Resume and Cover Letter

The resume and cover letter should be prepared in advance of applying for jobs or internship opportunities to avoid missing application deadlines and program opportunities. Students can submit their resume for review via UBworks or by scheduling a coaching appointment with their Career Specialist. If you need a new resume, there is a Resume Builder feature in UBworks. Ensure to review the [Resume Guide](#) and [Cover Letter Guide](#) to help you with formatting and to develop accomplishment statements throughout your resume and cover letter.

Should I list LGBTQ+ activities on my resume?

Gender identity and the process of 'Coming Out' have been explained through different models and terms. Consider where you are in the Cass Identity Model or the Stages of Coming Out and where you are in your career development. Your identity development and whether you have come out and other factors will influence how, when, and with who you express your identity or your role within the LGBTQ+ community and along your career path.

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The level of involvement in the LGBTQ+ can determine how and how much you disclose on your resume and throughout your career.

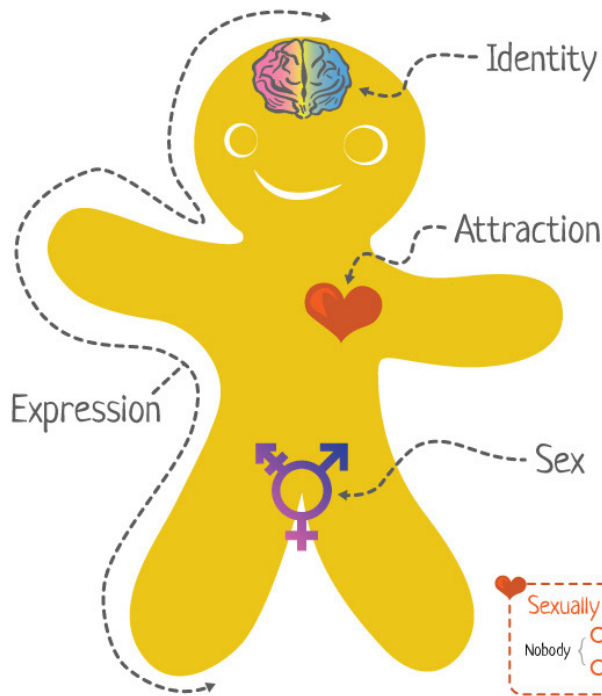
Example: if you are an active leader or advocate in organizations that support the LGBTQ+ community, your resume can stand out for your leadership, impact in an organization or community, and also imply your gender identity. Perceptions can change how your involvement is received and perceived.

Be aware that you do not control the reader's perceptions and understanding about gender identity development (depending on how they personally identify and where they may be in their own identity formation); therefore, take this into consideration when deciding whether to be out on your resume. Since you are not sure who is screening the resumes proceed with caution and counter the ambiguity by understanding the company's culture and level of inclusivity. Also, consider how perceptions can play into how you communicate the roles and activities you have supported. If the roles or organizations are diversity, equity, and LGBTQ-centered, then you would benefit from listing advocacy and service projects on your resume.

The Genderbread Person v3.3

by it's pronounced **METROsexual**.com

Gender is one of those things everyone thinks they understand, but most people don't. Like *Inception*. Gender isn't binary. It's not either/or. In many cases it's both/and. A bit of this, a dash of that. This tasty little guide is meant to be an appetizer for gender understanding. It's okay if you're hungry for more. In fact, that's the idea.



Plot a point on both continua in each category to represent your identity; combine all ingredients to form your Genderbread. 4 (of infinite) possible plot and label combos

Gender Identity
 How you, in your head, define your gender; based on how much you align (or don't align) with what you understand to be the options for gender.
 Options: Woman-ness, Man-ness, Two-spirit, Gender-queer

Gender Expression
 The ways you present gender; through your actions, dress, and demeanor; and how those presentations are interpreted based on gender norms.
 Options: Feminine, Masculine, Androgynous, Gender neutral

Biological Sex
 The physical sex characteristics you're born with and develop, including genitalia, body shape, voice pitch, body hair, hormones, chromosomes, etc.
 Options: Female-ness, Male-ness, Intersex, MtF Female

Sexually Attracted to
 Nobody { Women/Females/Femininity, Men/Males/Masculinity }

Romantically Attracted to
 Nobody { Women/Females/Femininity, Men/Males/Masculinity }

For a bigger bite, read more at <http://bit.ly/genderbread>

In each grouping, circle all that apply to you and plot a point, depicting the aspects of gender toward which you experience attraction.

Align Your Online Profiles with Your Career Goal

More employers and recruiters are reviewing online social media profiles during the recruitment and hiring processes. Consider what your online presence conveys about you. For LinkedIn, specifically, ensure to align your profile with your resume regarding any activities that may connect you to the LGBTQ community. For example, if you remove a volunteer experience on your resume, the hiring manager can still see it on your LinkedIn profile. Determine if you feel comfortable in sharing the service you have provided in the community. Below, we will show you ways to find organizations that align with your values and have a public stance on an LGBTQ-inclusive workplace. This will help you with reaffirming how you present your profile and resume.

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Research and Identify LGBT-Friendly Employers

Identify companies that have made a public commitment to hiring more LGBTQ+ employees. Key ways to find these companies are by researching the following items below.

Nondiscrimination Policy

Find companies that include sexual orientation and gender identity in their nondiscrimination policies. If a company does not have a policy or it cannot easily be located, take pause and research deeper into the values of the company. Gender identity is now part of the majority of nondiscrimination policies at Fortune 500 companies.

How They Source

Follow the recruitment trail. Look where they invest time and dollars to recruit new employees, how they support employees and community initiatives, which initiatives they support locally and nationally, and what national LGBTQ organizations they partner with annually.

Values

Understand what an organization's values are and what they share about them publicly, known as the espoused values. Take it a level deeper by researching reviews and narratives about the values they state online versus the enacted values, which are how values are exhibited in the workplace and ultimately represent employee behaviors.

Company Culture

Beyond values, the mission, vision, goals, and outcomes can be telling of whether a company is inclusive. Seek out an [LGBTQ-inclusive](#) organization

that has values, policies, and practices that align with a supportive and inclusive workplace. Monster.com provides an extensive list of LGBT-inclusive employers based on industry. Add other companies to research.

LGBTQ ERG

Research if the organization has an employee resource group (ERG) that supports a safe space for employees who identify in the LGBTQ community or as an ally to develop programming, address concerns, and build community within and outside of the company. ERGs are typically employee-led and voluntary with opportunities for leadership development, advocacy, and can influence better business practices.

Talent Acquisition

During your job search, pay attention to how the company handles the hiring process. Does the company recruit within the LGBT community? Perhaps they partner with leading LGBTQ professional or advocacy organizations. Following the trail of how they connect with the GLBTQ+ community can be very telling of whether the organization will lean toward inclusivity.

Benchmarking Tool

Now that you know some important areas to consider when job searching for an LGBT-friendly company, do not let the pending search overwhelm you. Here is a benchmarking tool that aggregates most of this information into one source:

Corporate Equality Index

An important tool from the Human Rights Campaign (HRC), the [index](#) offers an annual review of how companies are implementing, practicing, and including equality for LGBTQ employees and their families throughout the organizational culture.

It is not enough to have a nondiscrimination policy, which is why companies are evaluated on:

1. What workplace protections are in place (e.g., policies and practices)
2. How inclusive and equitable their benefits packages are for LGBTQ employees and their partners and whether there is coverage for transgender individuals without exclusions
3. How inclusive the internal procedures and supply chain are for LGBT employees, vendors, and clients

The company's stance on LGBTQ rights and community-based work and advocacy is also a part of this evaluation. Companies with indiscretions or incidents showing exclusive practices are penalized.

Interviewing Process

Preparing for the Interview

Interview preparation is important. If you get nervous easily when interviewing or want to prepare for your interview, the more important it becomes to know these helpful *tips*. If you will have a *virtual interview*, there are additional factors to prepare for ahead of time. If you want to practice your interviewing skills, the Career and Internship Center has coaching and an online interview service to see how you did in a mock interview. Schedule your coaching appointment via UBworks.

Get to Know Your Potential Supervisor or Team

As a part of getting to know a company, you can get to know more about the interviewer or hiring manager with a brief, non-intrusive online search such as visiting their LinkedIn profile. You may find that the person is an ally, member of the LGBTQ community, or whether they are out at work. It can be a way to reduce anxiety before the interview by getting to know more about the person. It can also help with questions you may ask during or at the end of your interview as you can make a connection based on a shared interest or delve into understanding if the benefits package and company culture will support your needs.

Demonstrate Confidence During the Interview

Demonstrating confidence is one of the most important elements of an interview. If you struggle showing confidence naturally, it is better to learn strategies in advance and practice, practice, practice. Enter the interview with as much assurance as possible by being well prepared in presentation skills and research. A relaxed presence can help sustain your confidence in an interview. It also can reassure an interviewer that you are a solid candidate for the job. Hesitations during interviews can cause an interviewer to distrust if a candidate is the best fit for the role.

Don't underestimate the power of a professional and well-fitted outfit either. Regardless of whether it is an in-person or virtual interview, make sure to *dress professionally*. Your appearance can help boost your confidence and credibility by creating a good impression for the interviewer.

In addition to researching the company, prepare for these commonly asked interview questions:

Tell me about yourself.

How did you hear about this position?

Why did you decide to apply for this position?

What are your biggest strengths?

What is an area of weakness?

Why should we hire you?

Situation Interview Questions usually start with "Tell me about a time, you..."

Talking About Your LGBTQ Activities During the Interview

If your situational interview questions could include a response regarding an LGBTQ-related activity or work experience, practice your questions in advance to be able to showcase your strengths without offering too many details that disclose personal or community information. If you decide to open up about how you identify, do so in a pragmatic way that is more about showcasing your qualifications. Also, remember your rights remain the same as any other candidate. Your interviewer is not allowed to abruptly end the interview or add discriminatory questions. The interviewer also does not have the right to ask about your gender or sexual orientation at any point.

When Being Queer Means You Don't Fit the Role's 'Aesthetic'

The concern of not fitting in can arise for many, if not most, candidates as they are interviewing; nonetheless, concerns of being judged or discriminated against by bringing one's authentic self to the interview can prove challenging. For the interview, consider if there is a way to keep the emphasis on the qualifications of the job. If you have researched the organization's inclination toward inclusivity, then showing up as your authentic self should not negatively impact your interview. By assessing where you are in your career and identity along with benchmarking the inclusivity and equity of the organization will help you navigate the dynamics of the interview.

Salary Negotiation

The art of negotiating one's salary includes benchmarking the job in the market you are applying for with consideration for the benefits package the company offers. The most notable point is to be informed about how the company's healthcare plans, life insurance, and flex spending accounts are set up to ensure coverage for domestic partners and domestic partner's children, as applicable, for your circumstances. Also, consider their policies on adoptions, parental leave, and coverage for transgender individuals. The specific benefits within a company will vary and you should determine if they are inclusive enough to support your health and family needs.

Workplace Protocol

Once you have successfully navigated the job search process and started working, there are another set of questions and rules to navigate. A common question is whether to come out at work, including whether it is necessary, and if so, when and how to come out. Sorting through these questions in context to your situation can be helpful in determining how to move forward.

Whether to Come Out at Work

Coming out at work can look differently based on the workplace culture and the level of personal engagement (i.e., conversations and social interactions, and outings) colleagues have with each other. For some, coming out is discussing current events or news stories that connect to the LGBTQ+ community. This is also a strategy for some to gauge colleague's views on LGBTQ topics before determining if they will be out at work. For some, coming out is a non-issue as colleagues do not discuss relationships, identity, or other personal matters at work. In other cases, the employees or organizational culture are out in their authentic selves because the company is LGBTQ-inclusive and being out is the norm, not the exception. Ultimately, being out at work allows you to be yourself, which can lead to greater productivity, better relationships with colleagues, and removes the burden of having to hide or mislead who you are and what is important to you.

As you continue to excel in your career, remember that students and recent alumni have free resources available from the UB Career and Internship Center, including:

- Career Coaching: Career Exploration
- Resume Guide and Review
- Cover Letter Guide and Review
- Master your LinkedIn Profile webinar and coaching
- Showcase your Strengths
- Workshops, assessments, and coaching to understand how you work with others
- Job and Internship Coaching
- Interview Preparation Coaching and Mock Interview Practice
- Salary Negotiation Coaching
- Leadership Development

Know Your Rights

Navigating the many nuances of the job search and workplace culture can feel exhausting. Being informed about your rights and the federal and state legislation that positively or negatively impact LGBTQ equality and the intersectionality of one's identity prove important in how we safely and successfully move forward in our careers.

In June 2020, the US Supreme Court ruled in favor of LGBTQ workplace protections by upholding that landmark civil right law is inclusive of gender identity and went a step further to define 'sex' to include gay and transgender employees in Title VII of the Civil Rights Act of 1964.

If you think an employer is discriminating against you and has violated federal law against a protected class designation, you can file a complaint on the basis of discrimination by contacting the Equal Employment Opportunity Commission (EEOC). The EEOC enforces federal laws that support employee rights.

Note: The complaint should be filed within 180 days of the incident.

Know Your Campus Resources

Office of Student Support

410.837.4755

StudentSupport@ubalt.edu

The Office of Student Support (OSS) is committed to providing a holistic educational experience for all students. The office assists UB students to develop high standards of conduct, cultivate meaningful relationships, build resiliency, obtain equity through accessibility and practice advocacy.

Student Assistance Program is a free service that connects you to free mental health counseling or legal and financial consultations and more. You can receive up to five free counseling sessions.

University of Baltimore's Non-Discrimination Policy and Procedures

"The University of Baltimore ("UB" or the "University") is committed to providing a working and learning environment free from all types of discrimination prohibited by State and Federal laws, including on the basis of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, genetic information, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristics (hereinafter "Protected Status"). UB values diversity among its students, faculty and staff and believes that interactions with those holding various perspectives, backgrounds, and beliefs contribute to a well-rounded educational experience and promote personal and professional development." Read the full policy [here](#).

National LGBTQIA+ Organizations

The LGBT National Help Center

This non-profit supports LGBTQIA+ has a 3 national hotlines, including the main line, for Youth & for Seniors and 15,000 local resources for cities and towns across the country
(888) 843-4564

The Trevor Project

Crisis & Suicide Prevent Hotline for LGBTQ Youth
(866) 488-7386

Parents, Family & Friends of Lesbians and Gays (PFLAG)

National nonprofit grassroots organization which promotes the well-being of lesbian and gay people, their families, and friends through education and advocacy. A particularly useful resource for parents of students who are coming out in college or for faculty and staff when one of their children comes out to them.

Human Rights Campaign (HRC)

The largest national GLBT advocacy organization striving for basic human rights and equality. The HRC Foundation engages in research and provides public education and programming, including the Corporate Equality Index, the State Equality Index, and the Healthcare Equality Index.

Family Equality Council

Connects, supports, and represents LGBTQIA+ parents and families.

CenterLinks

A national network of centers for the LGBTQIA+ community.

LEGAL

Gay & Lesbian Advocates & Defenders (GLAD)

Serves to create a just society free of discrimination based on sexual orientation, HIV status, and gender identity and expression.

Lambda Legal Defense and Education Fund

The largest legal organization in the United States to secure civil rights for gays, lesbians and persons with HIV via education, public policy work and litigation.

National Lesbian and Gay Law Association (NLGLA)

The NLGLA Bar is a national association of lawyers, judges and other legal professionals, law students, activists and affiliated lesbian, gay, bisexual and transgender legal organizations.

Freedom for All Americans

The bipartisan campaign to secure full nondiscrimination protections for LGBTQ people nationwide. [Legislative Tracker](#)

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[Transgender Law Center \(TLC\)](#)

Works to change law, policy, and attitudes so all people can live safely, authentically, and free from discrimination regardless of their gender identity or expression and envision a future where gender self-determination and authentic expression are seen as basic rights and matters of common human dignity.

[interACT \(formerly Advocates for Informed Choice\)](#)

Uses innovative strategies to advocate for the legal and human rights of children born with intersex traits. ACADEMIC

ACADEMIC

[Campus Pride](#)

The only national nonprofit for student leaders and campus groups working to create a safer college environment for LGBTQIA+ students.

[Out for Undergrad](#)

Hosts four free conferences annually for undergraduates in the LGBTQIA+ community. Travel scholarships are available.

PROFESSIONAL

[Gay, Lesbian & Straight Educators Network \(GLSEN\)](#)

The largest national organization of parents, educators, students and other concerned citizens working to end homophobia in K-12 schools regardless of sexual orientation

[Gay and Lesbian Medical Association \(GLMA\)](#)

Equality in healthcare for lesbian, gay, bisexual and transgender individuals and healthcare professionals. Medical expertise in professional education, public policy work, patient education and referrals and the promotion of research.

[National LGBT Chamber of Commerce \(NGLCC\)](#)

The business advocate and direct link between lesbian, gay, bisexual and transgender business owners, corporations, and government through a broad-based coalition of LGBT owned and friendly businesses, professionals, and major corporations for the purpose of promoting economic growth and the prosperity of our members.

[StartOut](#)

The mission is to increase the number, diversity, and impact of LGBTQ+ entrepreneurs and amplify their stories to drive the economic empowerment of the community. Hosts [Hackout](#), the largest LGBTQIA-themed Startup Hackathon.

[Out in Science, Technology, Engineering, and Mathematics \(oSTEM\)](#)

The largest chapter-based non-profit professional association for

LGBTQ+ people in the STEM community.

[National Organization of Gay and Lesbian Scientists and Technical Professionals, Inc. \(NOGLSTP\)](#)

Comprised of GLBT people and their allies employed or interested in scientific or high technology fields. NOGLSTP is an affiliate of the American Association for the Advancement of Science and a participating professional society in the MentorNet Affiliated Partners Plus program.

[National Gay Pilots Association \(NGPA\)](#)

A national organization of gay and lesbian pilots and other aviation enthusiasts from across the country.

[International EMS & Firefighters Pride Alliance](#)

An awareness, educational, peer support and social organization Represents and supports LGBT emergency medical and fire service professionals and volunteers

[Transgender Community of Police & Sheriffs \(TCOPS\)](#)

An international private support group that also educates law enforcement, public safety organizations, and individuals on issues relating to gender identity and gender transition in the workplace.

[Out to Protect](#)

Nonprofit that awards scholarships and grants to create a greater awareness of the gay, lesbian, bisexual, and transgender professionals working in law enforcement and to support those pursuing a law enforcement career [Coming Out from Behind the Badge](#) offers a list of various LGBTQ+ law enforcement organizations.

[LGBT Technology](#)

A national, nonpartisan group of LGBT organizations, academics and high technology companies whose mission is to engage with critical technology and public policy leaders for strategic discussions at all levels to empower LGBT communities and individuals, and ensures that media, telecommunications and high technology issues of specific concern to LGBT communities are addressed in public policy conversations.

[The Association of LGBTQ Journalists \(NLGJA\)](#)

An organization of journalists, media professionals, educators and students working from within the news industry to foster fair and accurate coverage of LGBT issues.

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[Lambda Literary](#)

Nurtures and advocates for LGBTQ writers and upholds that LGBTQ literature is fundamental to the preservation of culture, narratives, and lives.

[Queer | Art](#)

A mentorship initiative by fostering the confident expression of LGBTQ+ artists' perspectives, stories, and identities and amplifies the voice of a population that has been historically suppressed, disenfranchised & often overlooked by traditional institutional and economic support systems. Areas of emphasis:

- Practice: Creative and Professional Development
- Presents: Events, Exhibitions and other Public Presentations
- Awards: Residencies, Grants and Prizes

WORKPLACE

[Pride at Work](#)

A nonprofit association and an officially recognized constituency group of the American Federation of Labor & Congress of Industrial Organizations. Organizes mutual support between the organized labor movement and the LGBT community for social and economic justice.

[Out and Equal Workplace Advocates](#)

Champions safe and equitable workplaces for lesbian, gay, bisexual and transgender people. The organization advocates building and strengthening successful companies that value all employees, customers & communities.

[The Transgender Training Institute \(TTI\)](#)

Provides national training and consulting services that are informed/provided by transgender and non-binary people, for the benefit of transgender and non-binary communities by providing services: expert facilitation of transgender-related professional development, training of trainers/facilitators (TOTs), ally skill building seminars and keynote speaking.

VETERAN

[Modern Military Association of America \(formerly known as OutServe-SLDN\)](#)

Formed through the merger of the American Military Partner Association and OutServe-SLDN, org is the nation's largest non-profit for the LGBTQ military and veteran community with a commitment to education, advocacy and support for LGBTQ service members, veterans, military spouses, family members and allies.

ELDERLY

[Gay and Lesbian Association of Retiring Persons \(GLARP\)](#)

The purpose Gay & Lesbian Association of Retiring

Persons is to develop and operate retirement communities that are openly LGB-friendly and to promote, provide and support education on aging.

[Services & Advocacy for Gay, Lesbian, Bisexual & Transgender Elders \(SAGE\)](#)

Leads in addressing issues related to lesbian, gay, bisexual and transgender aging.



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