5 Tips for LGBTQ Job Seekers

1. Use the Human Rights Campaign (HRC) Corporate Equality Index for a list of companies that earned high scores for the distinction “Best Places to Work for LGBTQ Equality.”
   [https://www.hrc.org/campaigns/corporate-equality-index](https://www.hrc.org/campaigns/corporate-equality-index)

2. You can write a letter to the human resources department at the company or organization where you apply asking that they keep your legal name confidential if it’s different from the name you use on your resume and application.

3. Choose the best time for you to disclose your gender or sexual orientation to your employer. If working with or communicating with diverse populations is a relevant skill for the job, you could take the opportunity in an interview to briefly disclose that you are a member of LGBTQ community while talking about this skill set.

4. You may want to contact your references to make sure they use the correct name and pronouns for you when they speak with a potential employer. If you do not have trusted references, you can join a student club or start volunteering to build relationships with new professionals.

5. You do not have to answer an employer’s questions about surgery or provide details about your medical history. If this happens during an interview, you can politely let the employer know you are not comfortable answering such questions and that you would like to share your qualifications for the job.

Resources
- Ohlone College student clubs: [https://www.ohlone.edu/studentlife/studentclubs](https://www.ohlone.edu/studentlife/studentclubs)
- San Francisco LGBT Center employment services: [http://www.sfcenter.org/programs/employment-services](http://www.sfcenter.org/programs/employment-services)
- Trans Employment Program: [transemploymentprogram.org/](http://transemploymentprogram.org/)
- Out for Work: [outforwork.org](http://outforwork.org)
- Out and Equal: [outandequal.org/](http://outandequal.org/)

If you have any questions or would like to schedule a career advising appointment, please contact Revae Hitt at rhitt1@ohlone.edu.