

Career Exploration & Planning

Perform a self-assessment

Consider the following questions:

- What are one's interests: What do you like to do?
- What are one's skills: What do you do well?
- What are one's strengths: What can you offer to an employer?
- What are one's values: What is important to you?
- What are your personality traits: How do they translate into an occupation?
- What are one's job preferences or criteria: What do you want your job "to look like"?

Know the types of skills/strengths you have to offer from the following categories

- *Skills you have learned through your major and degree*
Examples: physical therapist, accountant, engineer, teacher, social worker, business manager
*In these professions you tend to be trained in specifics
- *Transferable Skills*: Skills that are acquired through one's quest in higher education and the study of the arts and sciences. These skills are needed in all fields.
Examples: written and oral communication skills; the ability to research, analyze, critique, problem-solve
- *Personal Characteristics*
Example: adaptability, leadership, concern for people, reliability, enthusiasm, energy, flexibility

Know Yourself and Know Your Career Goals

Interests: What do you like to do?

- What activities were involved in growing up? How do you spend your free time? What are your hobbies? If there are activities you enjoy, then consider these your interests.
Skills: What are you good at doing?

- Sit down and start by making a list of your strengths. What have former supervisors or coworkers complimented you on? When do you feel proud of yourself for a job well-done? What do your friends and family tell you they appreciate about you?
Work Values: What is important to you?

- Think about your next job. Whether it is an internship or full-time position. What will you need in that experience for it to be satisfying?

Some examples may be...

- | | | |
|------------------------------------|--------------------------|-----------------------|
| - Fit with career goals | - Distance from home | - Training program |
| - Room to grow with company | - Pay vs. cost of living | - Size of city |
| - Opportunity to go back to school | - Fit with co-workers | - Setting/environment |

Resume - How Much To Include?

Know Your Audience: If you are applying for a job in a LGB organization, then the LGB related activities can be an advantage. What if you aren't applying for a position with a LGB organization? The *skills* developed as a result of your LGB experiences are likely to be of interest to many employers, although the organizations as a whole may not be as enthusiastic. It is important to evaluate the policies of various organizations and industries prior to writing your resume.

Functional Resume: One strategy is to use a “functional” resume that will group accomplishments in student organizations together according to functions and skills rather than by organization name.

Write resume and cover letters that grab the attention of employers

- Tell who you are
- What you can do for an employer
- What skills, strengths and abilities you have to offer
- What accomplishments and successes you’ve had

For more general resume advice: www.marquette.edu/csc/students/resume.shtml

Job Search

Many websites offer information, as well as job postings for specific companies that promote diversity and safe and open environments for Gay, Lesbian, and Bi-sexual employees. Utilize the websites below to research companies and positions that support diversity.

ProGayJobs.com: www.progayjobs.com

GLP Careers: www.glpcareers.com

National Gay and Lesbian Task Force (NGLTF): www.thetaskforce.org

If you begin searching for jobs in an unfamiliar geographic region, try to find out if the state, county, city, or community prohibits discrimination on the basis of sexual orientation. There might be regional workplace groups for LGB individuals, even if not for a specific organization. In the absence of employee groups, you can network and contact bookstores, gay-owned business, and learn more about the region you are targeting. Take advantage of LGB networks that are easily accessible on GayYellowPages.com and other online resources.

Know the Four Stages of the Job Search

1. Organizations are always looking for top employees
2. Employers often do not know someone is leaving but friends or staff do
3. Employer know and advertise positions internally first
4. Employer advertises through newspapers, field publications or on the internet

Set goals and time commitments

Finding a job is a full-time job. It takes between three to six months of ACTIVE job searching to find a position. Set weekly goals for working on your job search.

Some goals may be...

- Send “cold letters” to former clinical sites that you enjoyed
- Create a list of contacts in areas to which you are interested in relocating
- Send a cold letter and resume
- Spend time each weekend responding to any new position openings

Narrow your focus to certain organizations and employers

- Don’t send 100 letters but rather focus on 20 employers, key organizations that interest you
- Spend several hours researching each organization
- Spend several hours:
 - Networking for information, advice and referrals
 - Developing resumes and cover letters and delivering them to the appropriate hiring personnel
 - Following up with letters, phone calls, faxes and e-mails

Researching Companies

Prior to an interview, it is important to research an organization's official policies and resources. Use the following websites to research LGB employee groups, non-discrimination policies, and domestic partnership benefits.

Gay.com: www.gay.com/business/cpd

Human Rights Campaign: www.hrc.org

GayJob.biz: www.gayjob.biz

Considerations:

- Domestic partner benefits?
- Firmly enforced non-discrimination policies?
- Community outreach support?
- Comfortable and safe working environment?
- Actively embraces diversity?
- Full participation in employer events?
- Employee resource groups?

Research the Organizations in Which You're Interested

Knowledge is power

- Spend two-three weeks gathering useful information before applying for jobs
- Know the salary range of jobs in which you're interested
- Research using websites and printed material plus talk to people on the phone or through e-mail

Conduct Informational Interviews

- Talk to people who are involved or work for organizations you are interested in - from board members to full-time staff and volunteers
- Ask the following type of questions
 - What do you do in your position?
 - What do you like about your job?
 - What do you dislike about your job.
 - What is your background and how did you get into your field/position?
 - What do you suggest to make my qualifications more viable?
 - What position could I be hired for in your organization with my present qualifications?

Interviewing

After you have researched an organization's policies and climate, you have additional information to help you decide whether an interview is the next step. Due to the subjective nature of the interview process, you do run the risk of encountering someone whom might evaluate you negatively, regardless of company policies.

Whether or not you decide to add the LGB-related activities on your resume, the most important aspect of the interview preparation is to practice, practice, practice!

If you decide to INCLUDE your LGB-related activities on your resume, you should be prepared to talk about how your experiences have developed desirable leadership, communication, and interpersonal skills. If you would like to discuss your experiences without "coming out", you can describe the LGB group as an anti-discrimination organization and then focus on the skills you have gained with the experience.

If you decide to EXCLUDE your LGB-related activities on your resume, you may not even mention the experiences during the interview and you can focus mainly on the experiences already highlighted. Some candidates decide to wait to come out until receiving a job offer or even starting a new job where people can come out to co-workers in their own way.

At the end of the interview, you may want to learn more about the company's LGB tolerance and ask about the organization's diversity involvement. Specifically you might ask, "Can you tell me more about diversity in the workplace and other policies, as they might relate to race, ethnicity, sexual orientation, etc?" The diversity questions may be best asked at the end of the interview and focus on the job and your abilities in the beginning. After you have convinced the interviewer and other members of the company that you are the right candidate for the job, *then* make inquiries about specific policies regarding LGB issues.

Develop effective interview skills

If an interviewer were to ask one question, would you be ready? "Why Should I Hire You?"

Know what you have to offer and be ready to articulate your strengths, abilities and experience

Be prepared for "behavioral interviewing" questions like:

Tell me about a time when...

- you had a problem and how you dealt with it
- you went above and beyond what was necessary
- you had a problem with a co-worker or a supervisor

Different types of interviews:

- Telephone screening
- Second interview or organization interview (company visit)
- Panel interviews

The best way to be prepared is to anticipate the questions

At the interviews make a good impression verbally and non-verbally

Follow up within five working days

- Call to see if the organization has received your resume
- Ask when you can expect to hear from them
- In two weeks, if you have not heard, make another call; ask when you might anticipate hearing from them
- Keep your name in front of the employer without being pushy—be interested, friendly, enthusiastic and competent

Start Out on the right foot by "doing the right thing" with your new boss

Send thank you letters.

- Express genuine appreciation for employee trust in you
- Reaffirm your commitment to the organization
- Express enthusiasm for the job and that you are more convinced that you are an excellent match for both the position and the organization

University of Pennsylvania, Career Services

<http://www.vpul.upenn.edu/careerservices/LGBResources.html>

In the Workplace

Coming Out at Work

1. **Assess Your Readiness:** How nervous do you feel thinking about coming out at work? Is it something that you could wait on for awhile?
 - List 5 professional and personal benefits you seek to realize by coming out at work.
 - List 5 pros and 5 cons of being out of the closet at your workplace.
2. **Perform at Your Best:** Do you feel like you have a solid track record at work? If not, you may feel too vulnerable during the coming out process.
3. **Gather Supporters:** Who can support you at work? Ask for thoughts and support from those close to you who will help you feel more confident.
4. **Choose a Strategy:** Do you want to come out to a few colleagues or managers? Would you rather tell everyone at once?
5. **Conduct a Trial Run:** Find someone you trust in the office and start with them. Test the waters and see how the process feels.
6. **Consider the Timing:** Try not to pick the busiest time of the year or when everyone is stressed out about a project. The attention and caring support may be lacking during certain times.

Gay.com - Russell Kaltschmidt

<http://www.gay.com/business/article.html?sernum=61>

Pride at Work

<http://www.prideatwork.org>

The purpose of Pride At Work is to mobilize mutual support between the organized Labor Movement and the LGBT Community around organizing for social and economic justice.

Out Professionals

<http://www.outprofessionals.org>

Out Professionals is the nation's leading social and business networking organization for gay men and lesbians. The group presents year-round events focused on career, culture, and community, and lets members connect through an active online community.

Out for Work

<http://www.outforwork.com>

Out for Work's mission is to educate, prepare, and empower lesbian, gay, bisexual and transgender college students as they make the transition to the world of academia to the workplace.

Associations/Organizations by Field

National Gay and Lesbian Journalism Association (NLGJA)

<http://www.nlgja.org>

NLGJA is an organization of journalists, media professionals, educators and students that works within the news industry to foster fair and accurate coverage of LGBT issues. NLGJA opposes all forms of workplace bias and provides professional development to its members.

Consortium of Higher Education: LGBT Resource Professionals

<http://www.lgbtcampus.org/>

The combined vision and mission of the Consortium is to achieve higher education environments in which lesbian, gay, bisexual, and transgender students, faculty, staff, administrators, and alumni have equity in every respect.

National Organization of Gay and Lesbian Scientists and Professionals (NOGLSTP)

<http://www.noglstp.org/>

National Organization of Gay and Lesbian Scientists and Professionals for gays, lesbians, bisexuals, and transgendered people employed or interested in scientific or high technology fields. News, contacts, meetings, links, demographics, information, membership services.

Gay and Lesbian Medical Association

<http://www.glma.org/>

Organization of lesbian, gay, bisexual, and transgendered physicians, medical students, and their supporters. Established in 1981 to maximize the quality of health services for lesbian, gay, bisexual, and transgender people and foster a professional climate in which members can reach their full potential. Includes history, contact information, news, specific health related programs, publications.

National Lesbian and Gay Law Association

<http://www.lavenderlaw.org/>

A national association of lawyers, judges and other legal professionals, law students, and affiliated lesbian, gay, bisexual and transgender legal organizations. Includes news, events, and membership and contact information.

Gays and Lesbians in Foreign Affairs Agencies

<http://www.glifaa.org>

Group for workers in U.S. State Department, Agency for International Development (USAID) and other foreign affairs agencies. Events, news, mission, links, membership, history and contact details.

National Gay Pilots Association

<http://www.ngpa.org/>

National organization of Gay and Lesbian pilots and other aviation enthusiasts from across the U.S. promoting aviation safety and equal treatment. News, Events (into 2003), scholarships, merchandise, contacts, links, photos.

National Organization of Gay and Lesbian Scientists and Technical Professionals

<http://www.noglstp.org/>

NOGLSTP is a national organization of gay, lesbian, bisexual, and transgender people (and their advocates) employed or interested in scientific or high technology fields. NOGLSTP's goals include dialogue with professional organizations, disseminating information, improving our members employment and professional environment, opposing anti-queer discrimination and stereotypes, educating the queer, scientific, and general communities, and fostering inter-city contacts among our members."

For a full list of Support Groups,

[http://directory.google.com/Top/Society/Gay, Lesbian, and Bisexual/Workplace/Support Groups/](http://directory.google.com/Top/Society/Gay,_Lesbian,_and_Bisexual/Workplace/Support_Groups/)

Marquette University's LGB Resources

Power Lunch

The Career Services Center in collaboration with the Office of Student Development's Intercultural Programs hosts a monthly event where students, faculty, and staff gather to network with professionals in various career fields, hear real stories and experiences from experts representing diverse cultures, and enjoy free lunch. Each month the focus is on various career fields plus diverse cultural, social, ethnic, and religious backgrounds. Topics covered will include career information specific to each professional's area of expertise and a focus on real experiences including stories of challenge and success.

For the past Sexual Orientation Power Lunch video archive:

http://www.marquette.edu/csc/students/powerlunch_archive.shtml

The Office of Student Development

<http://www.marquette.edu/osd/>

The Office of Student Development offers many student organizations, including the Gay - Straight Alliance, for students to join.

GLBT-Straight Legal Society at Marquette University's Law School

<http://law.marquette.edu/>

The Law School offers many student organizations, including the GLBT - Straight Legal Society, for law students to join.

Use internet social networks to make connections with people:

We're tweeting!

- Follow the Career Services Center on **Twitter** (twitter.com/MU_CSC) to stay up to date on the latest job search articles, highlights and Career Services Center happenings.

We're blogging! Blogger

- Be sure to visit the Career Services Center's new blog, **Career Chatter** (marquettecsc.blogspot.com), regularly to get all the latest information and advice from our office. It's the Career Services Center... UNPLUGGED

We're on Facebook!

- Become a fan of the MU Career Services Center on **Facebook** (www.facebook.com/mucsc). It can't hurt...right?

We're LinkedIn!

- Network with professionals in our MUCSC Group on **LinkedIn**. If you don't already have an account - here is one good excuse to get one! To find us just search in groups for MUCSC and join.