



LGBTQIA

Career Resources

Your job search may be influenced by a variety of factors. This resource is designed to provide information to help students and alumni who identify as lesbian, gay, bisexual, transgender, or queer feel more prepared to manage the job search.



UNIVERSITY OF NEBRASKA AT OMAHA
**ACADEMIC AND CAREER
DEVELOPMENT CENTER**

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RÉSUMÉ AND INTERVIEW TIPS

Choosing what to disclose in an interview or resume

When deciding what to list on a résumé, job application, or in an interview, it is important to consider what is most comfortable for you. Some may choose to use their résumé as a way to screen out non-supportive employers and therefore explicitly list affiliations with LGBTQIA related organizations. Others may prefer to disclose sexual orientation or gender identity once hired, if they choose to do so at all.

Using your chosen name vs. your legal name

Your resume is not a legal document, therefore you can list the name you use, even if it doesn't match your legal name. However, documents needed for background checks and social security, tax and insurance paperwork should have your legal name. If you are worried about causing confusion, you could list the first initial of your legal name or the name you use in quotes. Ex) M. Kate Smith or Michael 'Kate' Smith

INCLUDING LGBTQIA INVOLVEMENT ON RÉSUMÉS

Résumé Example: Including LGBT Community Involvement

Queer and Trans Services, University of Nebraska at Omaha

Assistant Director

Fall 2015- Present

- Plan and host movie screenings, panel discussions, LGBT guest speaker presentation, and other social events to promote a safe space on campus for LGBT students
- Contribute to the planning of MGBTLACC, a regional conference held on campus and promote the conference to students in order to increase attendance
- Participate in peer education sexual health outreach program to provide students with sexual health resources

Résumé Example: Reducing LGBT Community Involvement

University of Nebraska at Omaha QTS (student advocate group)

Assistant Director

Fall 2015- Present

- Plan and host movie screenings, panel discussions, guest speaker presentation, and other social events to promote student interactions on campus
- Contribute to the planning of a regional conference on campus by promoting the conference to students in order to increase attendance
- Participate in peer outreach program to provide students with health resources

Reference: <https://www.careereducation.columbia.edu/students/LGBTQ>



IN THE WORKPLACE

Deciding if an employer is LGBTQIA friendly

- See if they have any company-wide policies on gender and sexuality discrimination.
- Research if their insurance policy offers partner benefits.
- Consider the diversity of the workplace. If the employer is overall diverse, they are more likely to be inclusive.
- Notice if the company is supporting LGBTQIA-inclusive legislation in local, state, and federal government.
- The employer positively shows a public commitment to and engagement with the LGBTQIA Community.

KNOW THE FACTS

Workplace Discrimination

- Only 20 states have a non-discrimination law that covers sexual orientation and gender identity. An additional 2 states have non-discrimination laws that cover sexual orientation, but not gender identity.
- Nebraska currently does not include sexual orientation or gender identity under its non-discrimination law, but certain cities within the state do.
- Omaha includes sexual orientation and gender identity in its non-discrimination employment ordinances.
- As of 2014, 91% of Fortune 500 companies in the U.S. included sexual orientation in their non-discrimination policies. Additionally, 61% of Fortune 500 companies included gender identity in their non-discrimination policy.

BEST PLACES TO WORK

Human Rights Campaign Foundation created a corporate equality index that scores companies based on their LGBTQIA inclusive policies and benefits. 407 businesses scored 100 percent and are recognized as the “Best Places to Work for LGBTQ Equality.” Of those 407 businesses, thirteen actively recruit on UNO’s campus. This means that they have attended at least one UNO career fair in the past academic year.

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|--|---|------------------------|
| • American Family Insurance Group | • Interpublic Group | • Raytheon |
| • Cargill | • Marriott International | • Target |
| • ConAgra Foods | • Northrop Grumman | • TD Ameritrade |
| • First Data | • Northwestern Mutual Life Insurance | • Walgreens |
| | | • Wells Fargo |



LGBTQIA JOB SEARCH SITES

If working in an environment that is inclusive and welcoming of the LGBTQIA community is important to you, these resources may be helpful in your job search.

- Out & Equal Workplace Advocates is the world's premiere non-profit organization dedicated to achieving lesbian, gay, bisexual and transgender workplace equality: **outandequal.org**
- Career Proud: **careerproud.com**
- Out for Work: **outforwork.com**
- Find resources on everything from coming out to addressing workplace discrimination: **hrc.org/resources/lgbt-employee-resources**

For more information on the career and internship search process, schedule a career advising appointment with the Academic & Career Development Center (ACDC).

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