

# **Straight Jobs, Gay Lives:** Sexual Orientation and Career Decision Making

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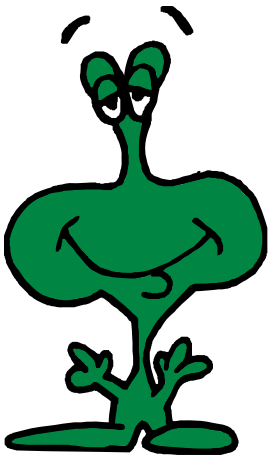
Bloomington, IN



# We All Have Issues.

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- Everyone has concerns or questions when searching for a job or considering a career change.
- GLBT people have additional issues related to their sexual orientation and career search and development.

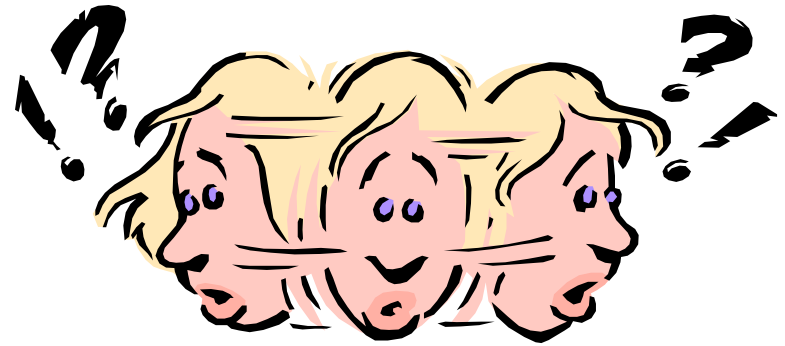




# Issues to Consider:

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- In or Out?
- Open or Not?
- Friend or Foe?
- Trust or Insecurity?
- Honesty or Advancement?
- Harassment or Playful Gesture?



# School vs. Workplace

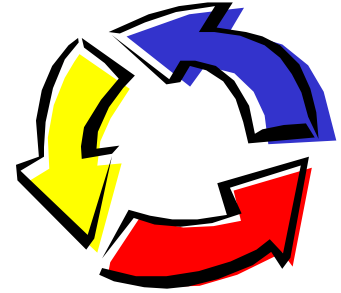
- At School:
  - Supportive environment.
  - Active GLBT student groups.
  - Supportive friends.
  - Non-discrimination and harassment policies.
- At Work:
  - Can vary dramatically in terms of support, openness and protection for GLBT employees.





# Goals of Workshop

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- Understand issues faced by GLBT people in the workplace.
- Provide additional resources that will help you make informed decisions about career planning and job acceptance.
- Learn about alternative methods for GLBT students to find jobs.

# Finding the Right Work Culture

- You must do what is comfortable.
- You must decide what is important in managing your career path.
- Remember, you can change your decisions throughout your life.



# ASK YOURSELF

- Are most of your friends, peers and support networks GLBT?
- Are you active in any GLBT organizations?
- Do you enjoy going to GLBT events such as Pride, GLBT concerts, etc?
- Do most of your friends and family members know that you are GLBT?
- If you have a partner, is he or she out in most situations?





# What Would You Say

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- A. Being “Out” is who I am. Being visible will provide me with equal treatment and support.
- B. Sexual orientation is only a small part of what defines me as a person. I am very careful about who I tell and don’t tell.
- C. Sharing information about myself is not preferred. I tell very few people, if anyone at all.



## Your Answer:

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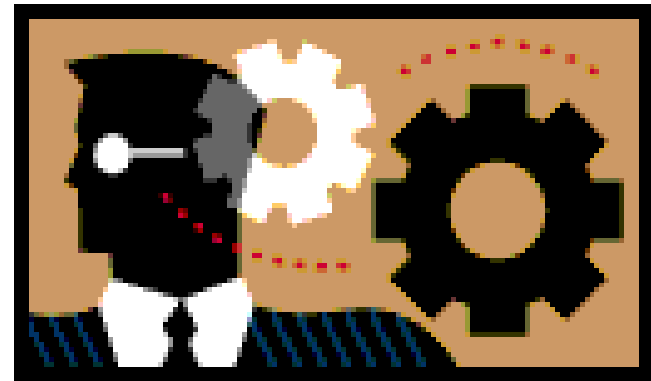
- A. = strong desire to target GLBT-friendly companies
- B. = lean towards GLBT friendly companies but will keep all options open.
- C. = prefer a company that will provide me with a high degree of privacy.



# Get Yourself Ready

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- Self-Assessment
- Career Exploration
- Resume Preparation
- Interview Strategies
- Company Research
- Outreach Potential



# Your Preparation Is...

- **Knowing Yourself**
  - Self-Assessment



- **Knowing Your Goals**
  - Career Field Exploration
- **Knowing the Employer**
  - Employer Research

# Self-Assessment

- You Need A **Clear Picture** of....
  - Who You Are
  - Who You Want to Become
- Ask yourself some questions that will help you begin the self-assessment process.
  - **Consider your cognitive skills**
  - **Consider your personal and interpersonal work style**
  - **Consider your outside interests and needs**



# Explore Your Outside Interests and Needs?



- How would you describe your lifestyle?
  - Focused on work?
  - Filled with many activities? Or a few?
- Do you like traveling?
- What hobbies or recreational outlets do you have?
- How often do you need them to stay refreshed?

# Focus on FIT

- Build upon areas that provide a good fit.
- Manage those that do not.
- Focus on here-and-now.
- Be less concerned about the next promotion or the ultimate career outcome.
- Do all things extremely well.
- Establish credibility and respect.



# Your Resume

## - the first impression

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Purpose:

- To obtain an invitation to an interview
  - Not the entire sales presentation...
  - Stimulate employer's appetite....
  - Attractive lure....



# Basic Resume Elements

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- Education
  - Focus on academic preparation
- Work Experience
  - Focus on workplace skills
- Activities
  - Focus on leadership roles.





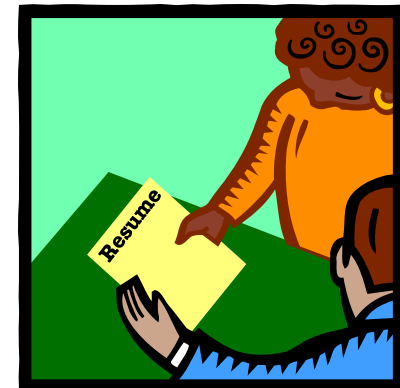
# Should I Document GLBT Activities?

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- Was your answer an **A**, **B** or **C**?
- Do you desire to “screen out” non-supportive employers.
- Focus on skills and accomplishments you developed rather than the affiliation.
- Choose “functional or skill-based” resume

# Functional Resume Headings

- **Technical Skills**
  - Accounting
  - Writing
  - Languages
- **Functional Skills**
  - Managing
  - Selling
  - Training
- **Administrative Skills**
  - Analyzing
  - Planning
  - Motivating





# The Interview

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- As with any interview situation, the key to dealing with issues of sexual orientation is to **practice, practice, practice.**
- Focus attention on preparation.
- Can never be over prepared for an interview situation.
- Make an appointment for a mock interview and practice handling questions regarding sexual orientation or involvement in GLBT groups.

# Interview Advice

- Be yourself
  - Not a battle of wits.
- Basics
  - Appearance
  - Manners
  - Develop rapport and mutual interest.

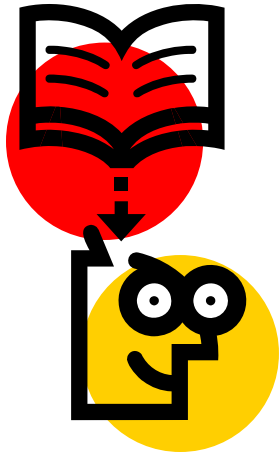




# Keep Yourself Adaptable

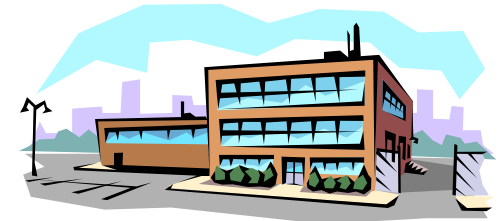
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- Develop a range of interests.
- Maintain a level of self-motivation.
- Follow the trends both within and outside of your organization.
  - Readings, conversations, networking
  - Articulate a set of values
  - Keep Yourself Adaptable



# Researching Employers

- Many challenges in search of a supportive workplace.
  - Domestic partner benefits?
  - Firmly enforced non-discrimination policies?
  - Comfortable working environment?
  - Actively embraces diversity?
  - Welcome GLBT employees?



# Do You Want To Ask Hard Questions?

- GLBT students find it difficult to ask the hard questions that require answers before accepting a position:
  - “Will my partner be covered by my health insurance?”
  - “Will I be legally supported if I am harassed?”





## Or Choose Another Option ?

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- You might prefer not to bring your sexuality into workplace matters at all.
- You may choose to remain silent or do without benefits because the potential employer offers a high salary or other benefits that measure higher on the list of priorities.
- You might want to rely on your own research to get some answers.
- *Do what is comfortable.*



# GLBT Employee Groups

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- Some major employers offer formal or informal GLBT groups.
  - Examples: ATT, American Express, Apple, NASA, National Security Agency, Shell, Sears, Target, SBC
  - HRC identified 274 companies with a GLBT employee group.
- Company HR personnel can tell you whether the employer has such an organization and provide contact names.

## All GLBT Employee Group *Total = 274*

<u>Employer Name</u>	<u>City</u>	<u>State</u>
<a href="#"><u>ABN AMRO</u></a>	Chicago	IL
<a href="#"><u>Academy for Educational Development</u></a>	Washington	DC
<a href="#"><u>Accenture</u></a>	Chicago	IL
<a href="#"><u>Adobe Systems Inc.</u></a>	San Jose	CA
<a href="#"><u>Advanced Micro Devices</u></a>	Sunnyvale	CA
<a href="#"><u>Aetna Inc.</u></a>	Hartford	CT
<a href="#"><u>Agilent Technologies Inc.</u></a>	Palo Alto	CA
<a href="#"><u>Air Products &amp; Chemicals Inc.</u></a>	Allentown	PA
<a href="#"><u>Alamo Rent-A-Car</u></a>	Fort Lauderdale	FL
<a href="#"><u>Alcatel USA</u></a>	Plano	TX
<a href="#"><u>Allstate (The Allstate Corp.)</u></a>	Northbrook	IL
<a href="#"><u>American Airlines (AMR Corp.)</u></a>	Dallas-Fort Worth Airport	TX
<a href="#"><u>American College Personnel Association</u></a>	Washington	DC
<a href="#"><u>American Express Co.</u></a>	New York	NY
<a href="#"><u>American Library Association</u></a>	Chicago	IL
<a href="#"><u>American Management Systems Inc. (AMS)</u></a>	Fairfax	VA
<a href="#"><u>Andersen (formerly Andersen Worldwide)</u></a>	Chicago	IL
<a href="#"><u>AOL Time Warner Inc.</u></a>	New York	NY
<a href="#"><u>Apple Computer Inc.</u></a>	Cupertino	CA
<a href="#"><u>AT&amp;T Corp.</u></a>	New York	NY

Source: Human Rights Campaign 919 18th St., N.W., Suite 800, Washington, D.C. 20006





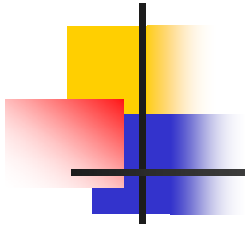
# Non-Discrimination Policies

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- Does the employer have a non-discrimination clause?



- Example:
  - "XYZ is an equal opportunity employer, and does not discriminate based on race, gender, age, " etc.
  - Look to see if sexual orientation is included in their statement.



AT&T's policy:

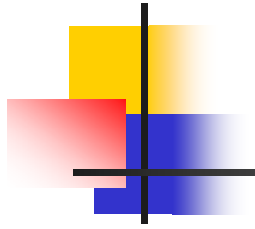
- prohibits unlawful discrimination because of race, color, creed, religion, national origin, citizenship, sex, marital status, age, physical or mental disability, **sexual preference or orientation**, or because of one's status as a special disabled veteran, veteran of the Vietnam era or other veteran, in any employment and employment-related decision or in the administration of any personnel policy;



# Frequently Asked Questions on Sexual Orientation Discrimination

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- What can I do if I think I have been discriminated against because of my sexual orientation?
- What states prohibit employment discrimination based on sexual orientation?
- What states prohibit employment discrimination based on sexual orientation for state employees?
- Is there a federal law that prohibits discrimination based on sexual orientation in the workplace?
- How do I find employers with written policies prohibiting discrimination based on sexual orientation?



- HRC WorkNet is a national source of information on workplace policies and laws surrounding sexual orientation and gender identity.
- HRC WorkNet provides essential guidance to individuals and groups in corporate America in bringing more inclusive policies and programs to more workplaces.



# State Regulations Regarding Discrimination

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- Several states specifically include sexual orientation in their employment non-discrimination laws.



# Discrimination in the Workplace

## **States That Ban Employment Discrimination Based on Sexual Orientation, Extending to the Private Sector (12 states and the District of Columbia)**

California	Nevada
Connecticut	New Hampshire
District of Columbia	New Jersey
Hawaii	Rhode Island*
Maryland	Vermont
Massachusetts	Wisconsin
Minnesota*	

\*States of Minnesota and Rhode Island also have laws that prohibit discrimination based on gender identity

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## **States That Ban Employment Discrimination Based on Sexual Orientation, Covering Only Public Sector (9 states)**

Colorado	New Mexico
Delaware	New York
Illinois	Pennsylvania
Indiana	Washington
Montana	

Source: Human Rights Campaign  
919 18th St., N.W., Suite 800,  
Washington, D.C. 20006  
Phone: 202/628-4160





# Domestic Partner Benefits

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- In 2000, 25% of top companies gave same-sex benefits. Now it is 70%.
- At a minimum, DPB signify the organization's commitment to diversity.
- Benefits extended to domestic partners that have traditionally been offered only to spouses of employees.
  - Health and life insurance
  - Educational grants
  - Access to recreational facilities



# State Governments That Offer Domestic Partner Health Benefits

Employer Name	City	State	DP Sex	DP Year
<u>State of California</u>		CA	Same Only	1999
<u>State of Connecticut</u>		CT	Same Only	2000
<u>State of Maine</u>		ME	Same & Opposite	2001
<u>State of New York</u>		NY	Same & Opposite	1995
<u>State of Oregon</u>		OR	Same & Opposite	1998
<u>State of Rhode Island</u>		RI	Same & Opposite	2001
<u>State of Vermont</u>		VT	Same & Opposite	1994
<u>State of Washington</u>		WA	Same Only	2001

Source: Human Rights Campaign  
919 18th St., N.W., Suite 800,  
Washington, D.C. 20006  
Phone: 202/628-4160



# Local Governments That Offer Domestic Partner Health Benefits

Total = 129

Employer Name	City	State	DP Sex	DP Year
<u><a href="#">Alameda, City of</a></u>	Alameda	CA		
<u><a href="#">Alameda, County of</a></u>		CA	Same & Opposite	1996
<u><a href="#">Albany, City of</a></u>	Albany	NY		
<u><a href="#">Albuquerque, City of</a></u>	Albuquerque	NM	Same & Opposite	2000
<u><a href="#">Ann Arbor School District</a></u>	Ann Arbor	MI		2000
<u><a href="#">Ann Arbor, City of</a></u>	Ann Arbor	MI		1992
<u><a href="#">Atlanta, City of</a></u>	Atlanta	GA	Same & Opposite	1999
<u><a href="#">Avon Board of Education</a></u>	Avon	CT	Same Only	2001
<u><a href="#">Avon, Town of</a></u>	Avon	CT	Same Only	2001
<u><a href="#">Baltimore, City of</a></u>	Baltimore	MD	Same Only	1995
<u><a href="#">Bar Harbor, City of</a></u>	Bar Harbor	ME	Same & Opposite	1999
<u><a href="#">Berkeley, City of</a></u>	Berkeley	CA	Same & Opposite	1984
<u><a href="#">Bloomington, City of</a></u>	Bloomington	IN	Same & Opposite	1997

Source: Human Rights Campaign  
 919 18th St., N.W., Suite 800,  
 Washington, D.C. 20006  
 Phone: 202/628-4160





# Outreach To GLBT

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- “Most people spend more than half their weekday waking hours on the job. Deciding where to work can be one of the most difficult decisions to make...the choice can be more complicated for GLBT...after all, it’s emotionally and intellectually draining to hide who you are or to work in a homophobic environment.”

Advocate, October 24, 2000

# Coming Out in Corporate America

- "...First it was minorities and women. Now it's gays...companies are rethinking their cultures and the employee programs and benefits they offer as gay employees come out of the corporate closet..."
  - Benefits (70% of the Top 500 companies offer health-benefits to same-sex couples)
  - Support Groups (Social activities, employee groups)
  - Sensitivity Training (Gay 201 – recruitment and retention)
  - Marketing ("Rainbow Team" – targeting gay consumers)



# The Most Powerful & Gay-Friendly Public Companies in Corporate America

1. American Express Co.
2. Walt Disney Co.
3. Microsoft Corp
4. Lucent Technologies Inc.
5. Xerox
6. International Business Machines
7. Hewlett-Packard Co.
8. Apple Computer Inc.
9. AMR Corp.
10. Citigroup Inc.
11. Gap Inc.
12. Verizon Communications
13. AT&T Corp.
14. AOL-Time Warner Inc.
15. JP Morgan Chase & Co.
16. Intel Corp.
17. SBC Communications
18. Ford Motor Co.
19. Compaq Computer Corp.
20. New York Times Co.
21. Oracle Corp.
22. Coca-Cola Co.
23. Sun Microsystems
24. Texas Instruments
25. Aetna Inc.
26. FleetBoston Financial
27. Bank of America Corp.
28. US Airways Group Inc.
29. General Motors Corp.
30. Boeing Co.
31. Merrill Lynch & Co.
32. Charles Schwab Corp.
33. General Mills
34. Eastman Kodak Co.
35. Qwest Communications Int.
36. UAL Corp.
37. Chevron Corp.
38. Wells Fargo & Co.
39. Cisco Systems Inc.
40. Motorola Inc.
41. Costco Wholesale Corp.
42. Chubb Corp.
43. Federated Department Stores
44. Enron Corp.
45. Allstate Corp.
46. Gillette Co.
47. Honeywell International
48. Fannie Mae
49. Barnes & Noble Inc.
50. Nordstrom Inc.

# In Good Company Top 10 List from The Advocate (Oct. 2005)

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- Gap, Inc.
- General Mills
- GlaxoSmithKline
- Kaiser Permanente
- Olivia Cruises and Resorts
- Raytheon Company
- Sprint Corporation
- Viacom, Inc.
- Washington Mutual
- Wyndham International



There are 72 pro-gay  
companies identified by the  
Advocate ranging from ATT to  
Xerox. [www.advocate.com](http://www.advocate.com)

It used to be a struggle to find 100 “good” companies for lesbians and gay men to work for – TODAY, there are thousands of employers large and small, for-profit and non-profit that have instituted policies to protect gays and lesbians (and bisexual and transgender) workers from discrimination



<b>Financial services</b>	86
<b>High-tech/photo/science equip.</b>	79
<b>Airlines</b>	86
<b>Telecommunications</b>	86
<b>Hotel, resorts and Casinos</b>	86
<b>Retail and consumer products</b>	71

**Median score for all  
companies = 79  
percent\***

\*HRC Corporate Equality Index 2004



# 56 Companies Achieved 100 Percent in 2004 Twice As Many as in 2003

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- Aetna Inc
- Agilent Technologies
- American Airlines
- American Express
- Apple Computer Inc.
- Avaya Inc.
- Bausch & Lomb
- Best Buy
- Borders Group Inc
- Capital One Financial
- Cargill Inc
- Charles Schwab
- Choice Point
- Chubb Group
- Cisco Systems
- Citigroup
- Coors Brewing Company
- Dell Inc.
- Deutsche Bank
- Eastman Kodak Co
- Ford Motor Company
- Goldman-Sachs
- Hewlett-Packard
- IBM Corp.
- Intel Corp.
- J.P Morgan Chase
- Keyspan
- Kimpton Hotels and Restaurants
- Kraft Foods
- Lehman Brothers
- Levi Strauss & Co.
- Lucent Technologies
- MetLife Inc.
- Miller Brewing
- Mitchell Gold
- Morrison & Foerster
- Motorola
- NCR Corp.
- New York Times Co.
- Nike Inc.
- Owens Corning
- PepsiCo
- PG & E Corp.
- Prudential Financial Inc.
- S.C. Johnson & Son, Inc.
- UBS Financial
- Wells Fargo & Co
- Whirlpool
- Xerox Corp.





# The Low End

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- The lowest score achieved by companies in 2004 was 14 percent.
  - Exxon Mobil Corp.
  - International Steel
  - Meijer inc.
  - National Gypsum
  - Shaw Industries
- Trends and improvements from 2003, were:
  - Aramark Corp. (86% up from 14%)
  - Domino's (50% up from 14%)
  - FedEx (57% up from 29%)
  - Wal-Mart (Remained at 43%)
  - Cracker Barrel (Remained at 29%)





# GEOGRAPHIC ANALYSIS

The 319 employers rated in the 2002 CEI were spread across 36 states. Eleven states had a median score higher than the median for the whole group (57 percent):

State of headquarters location	Median Score (percent)
<b>North Carolina</b>	<b>86</b>
<b>Colorado</b>	<b>86</b>
<b>Connecticut</b>	<b>79</b>
<b>California</b>	<b>71</b>
<b>Massachusetts</b>	<b>71</b>
<b>Minnesota</b>	<b>71</b>
<b>New Jersey</b>	<b>71</b>
<b>Oregon</b>	<b>71</b>
<b>Virginia</b>	<b>71</b>
<b>Washington</b>	<b>71</b>
<b>Wisconsin</b>	<b>71</b>

**New York** had the highest number of firms that were rated: 54, or 17 percent of the total. The median score for New York-based companies was the same as for all companies rated, 57 percent.

**California** had the second-highest number of firms rated: 49, or 15 percent of the total. Ten states had median scores below the median for the whole group.

**Arkansas** had a median score of 22 percent. **Tennessee and Missouri** had median scores of 29 percent. **Indiana, Iowa, Kentucky, Maine, Maryland, Michigan and Pennsylvania** had median scores of 43 percent.

- PlanetOut teams with HRC to help Job Seekers make more informed decisions about how the companies they work for treat the GLBT community



The screenshot shows the PlanetOut.com website interface. At the top, there is a navigation bar with the PlanetOut logo, a search box, and a dropdown menu for "Network Properties". Below this is a horizontal menu with tabs for "Topics", "People", "Personals", "My Planet", "Shopping", "Entertainment", and "News". The "Topics" tab is active, and a sidebar on the left lists various categories, with "Money & Careers" expanded to show "Corporate Pride". The main content area features a header for "PlanetOut Corporate Pride Directory" and a breadcrumb trail: "Home > Money > Corporate Pride Directory". Below the header is a search section titled "Search the directory" with a "POWERED BY" logo for the "HUMAN RIGHTS CAMPAIGN". The text below the search section reads: "PlanetOut has teamed up with the Human Rights Campaign to help job-seekers, investors and consumers make more informed decisions about how the companies they work for and patronize treat the GLBT community. Search or browse the Directory to find out how the Fortune 1000 stacks up!". There are two search filters: "Search by keyword(s)" with a text input field and a tip: "TIP: Enter company name or industry, e.g., insurance, computer"; and "Search by location" with a dropdown menu set to "- All United States -". To the right of these filters is a section titled "Show only companies with:" with three checkboxes: "Nondiscrimination policy", "Domestic partner benefits", and "GLBT employee groups". A "Search" button is located at the bottom right of the search section.

# So You Got The Job:

## How Do You Fit In Without Feeling Like An Outsider.

- Check your baggage.
- Buy in without selling out.
- Build relationships.
- Accentuate positives.
- Emphasize accomplishments.
- Know your rights.
- Have specific goals.



# Coming Out On the Job

- How can I come out at work in a way that honors my individuality and works well within my current organization?
  - Access your readiness
  - Perform at your best
  - Gather supporters
  - Conduct a trial run
  - Consider the timing
  - Have no expectations





# A Word About Expectations

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- If you hope for the best but do not expect a specific reaction, you will probably be better positioned to respond to whatever happens.

A book titled "[OUT In The Workplace](#)" (edited by Richard A. Rasi and Lourdes Rodriguez-Nogues) may be helpful because it describes "the pleasures and perils of coming out on the job."



# Career Resources

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- [Gay Financial Network](http://www.gfn.com) (www.gfn.com)
- [Gaywork.com](http://www.gaywork.com) (www.gaywork.com)
- [Federal Globe](http://www.fedglobe.org) (www.fedglobe.org)
- [Human Rights Campaign](http://www.hrc.org) (www.hrc.org)
- [Queer Resources Directory](http://www.qrd.org) (www.qrd.org)
- [Out & Equal](#)
- [National Gay and Lesbian Task Force](#)
- [Pride at Work](#)
- [Progayjobs.com](http://progayjobs.com)



# Transgender Issues

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- “Coming Out” and transitioning on the job.
- Consider the following:
  - Legal Factors
  - Employment Factors
  - Personal Factors
  - Preparation of co-workers
  - Support Network



# Best Source

[http://www.hrc.org/Content/NavigationMenu/HRC/Get\\_Informed/Issues/Transgender\\_Issues1/Transgender\\_101/Transgender\\_101.htm](http://www.hrc.org/Content/NavigationMenu/HRC/Get_Informed/Issues/Transgender_Issues1/Transgender_101/Transgender_101.htm)

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## Transgender 101:

An Introduction to Issues Surrounding Gender Identity and Expression

## Table of Contents

- [Coming Out as Transgender](#)
- [Leaving Categories Behind](#)
- [Risks and Gains in the Workplace](#)
- [Families and Friends of Transgender People](#)
- [Facing Hate](#)



# You Are Not Alone...

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It's important to have a couple of mentors if possible: one from your "group" and one from outside it. That will offer a broader perspective of the company culture.

*There are people out there who want to help you. Look around. There are subtle hints. If there is any hand outstretched, take it.*



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