

*Ashford University  
Career & Alumni Services*

# **DIVERSITY & INCLUSION CAREER RESOURCE GUIDE**

---

## FREQUENTLY ASKED QUESTIONS

### **Do I share my race/ethnicity in the application process?**

Federal law prohibits discriminating against job seekers because of race. Since 1965, when the Equal Employment Opportunity Commission was established to enforce laws against workplace discrimination, these forms have been used to collect and report records of job applicants by gender, race, veteran status, etc. This form is usually separate from the rest of the application, so that diversity information can go straight to human resources and not to a hiring manager or search committee.

### **Should I disclose my disability in my cover letter or in an interview?**

The Americans with Disabilities Act (ADA) prevents employers from asking applicants questions that could reveal the existence of a disability prior to a job offer. However, if you require reasonable accommodations as part of the interview process, it is best to provide as much advance notice as you can. You would not be required to give details about your disability but rather, you would want to let the potential employer know what accommodations you need for the interview process.

### **Do I disclose my pregnancy in the interview?**

In 1978 the Pregnancy Discrimination Act was signed, barring employers from treating pregnant women differently from other candidates. It is your choice as to whether or not to share your pregnancy during the interview or after you've started the new role.

### **What are my rights protecting my sexual orientation at work?**

Federal laws protect individuals from workplace discrimination on the basis of race/color, national origin, religion, sex, age, and disability or genetic information, however there is no federal law that protects against discrimination based on sexual orientation in the private sector (federal government workers are protected). However, there are laws prohibiting discrimination on the basis of sexual orientation in some states.

### **As a woman, how can I negotiate my salary without negative consequences?**

First, research on what the standard pay is for a position in your community. Women can speak to their competencies in regards to the communal concerns; how you can help the organization. Second, it's best to not state a number for what you want to earn. Employers have pay ranges in which they work from, so there is room to negotiate; always ask for a little bit more. Third, practice and be prepared. You want to appear confident and prevent yourself from sounding and looking nervous.

### **My religion prohibits me from shaking hands with the opposite sex. How do I handle this with an interviewer of the opposite sex?**

Federal legislation prohibits discrimination based on religious beliefs. Best practice indicates informing the interviewer of any religious needs prior to the interview to avoid any awkward or uncomfortable situations.

## DIVERSITY & INCLUSION JOB SEARCH & PROFESSIONAL RESOURCES

Career Services is committed to serving the diverse needs of our students and alumni. Below you will find a multitude of job boards, professional organizations, networking websites, and resources to assist you in navigating job search and career development.

### Diversity, Inc.'s Top 50:

[Top 50 Companies for Diversity](#)

### General Diversity Job Boards & Resources

<http://www.diversityemployers.com/>  
<https://www.diversity.com/>  
<http://diversityjobs.com>  
<http://www.diversityworking.com/>  
<http://employdiversity.com>  
<http://www.equalitymagazines.com/>  
<http://www.insightintodiversity.com/>  
<http://imdiversity.com/>  
<http://workplacediversity.com/>  
<http://www.insightintodiversity.com/>  
<http://MinorityJobs.net>

### 50+ Workforce Career Resources

<http://WhatsNext.com>  
<http://www.workforce50.com/>  
<http://www.retireeworkforce.com/>  
<http://www.experienceworks.org/>  
<http://www.seniorserviceamerica.org/>

### Women Career Resources

<http://www.advancingwomen.com/>  
<http://jobs.feminist.org/>  
<http://www.wib-i.com/>  
<http://www.witi.com/>  
<http://womans-work.com/>  
<http://www.wowonline.org/>  
<http://womenforhire.com/>  
<https://www.womensjoblist.com/>

### Indigenous/Native Populations Career Resources

<http://employment.nativeamericanjobs.com/jobs>  
<http://www.nativejobs.com/jobannou.htm>  
<http://www.nafoa.org/opportunities>  
<http://sacnas.org/professionals/opportunities>

### African American/Black Career Resources

<http://blackperspective.com/>  
<https://bcwnetwork.com/>  
<http://yourblackparachute.com/>  
<http://www.nuljobsnetwork.com/>

### Asian American Career Resources

<http://www.naaap.org/>  
<http://www.asianmba.org/>  
<http://www.awib.org/>  
<http://www.ascendleadership.org/>

### LGBTQ Career Resources

<http://www.hrc.org/campaigns/corporate-equality-index>  
<http://lgbtcareerlink.com/>  
<http://www.outforwork.org/>  
<http://www.outprofessionals.org/>  
<http://www.prideatwork.org/>  
<http://transworkplace.ning.com/>

### Hispanic/Latino Career Resources

<http://www.haceonline.org/>  
<http://www.lbausa.com/>  
<http://network.nshp.org/>  
<http://saludos.com/>  
<http://shhrp.net/>

### Faith-Based Organizations Career Resources

<http://www.christiancareercenter.com/>  
<http://www.christianjobs.com/>  
<http://www.churchstaffing.com/>  
<http://www.isna.net/careers.html>  
<https://jewishjobs.com/>

### Students with Disabilities Resources

<http://www.aaas.org/program/entrypoint>  
<http://askjan.org/>  
<http://www.benderconsult.com/>  
<https://www.disabledperson.com/>  
<http://www.viscardicenter.org/services/nbdc/>  
<http://www.limeconnect.com/>

If you need more personalized assistance with your job search and career planning please visit ***My Career: The Career & Professional Development Center*** in your student portal, or feel free to reach out to us at [careerservices@ashford.edu](mailto:careerservices@ashford.edu)

## References:

The U.S. Equal Employment Opportunity Commission. (2005, March). *Job Applicants and the Americans with Disabilities Act*. Retrieved from <https://www.eeoc.gov/facts/jobapplicant.html>

The U.S. Equal Employment Opportunity Commission. (n.d.). *Pre-Employment Inquiries and Marital Status or Number of Children*. Retrieved from [https://www.eeoc.gov/laws/practices/inquiries\\_marital\\_status.cfm](https://www.eeoc.gov/laws/practices/inquiries_marital_status.cfm)

*Sexual Orientation Discrimination: Your Rights*. (n.d.). Retrieved from <http://www.nolo.com/legal-encyclopedia/sexual-orientation-discrimination-rights-29541.html>

Hijazi, S. (2014, April 17). Local Muslims, scholars weigh in on shaking hands with the opposite sex. *The Arab American News*. Retrieved from [http://www.arabamericannews.com/news/news/id\\_8646/Local-Muslims,-scholars-weigh-in-on-shaking-hands-with-the-opposite-sex.html](http://www.arabamericannews.com/news/news/id_8646/Local-Muslims,-scholars-weigh-in-on-shaking-hands-with-the-opposite-sex.html)

Taylor, B. (2015). Why Women Don't Negotiate Salary, and What to Do About It. *CareerNews*. Retrieved from <http://www.payscale.com/career-news/2015/02/why-women-dont-negotiate-salary-and-what-to-do-about-it>

A Woman's Guide to Successful Salary Negotiation. *Expert Career Advice, Ladders*. (2010). Retrieved from <https://www.theladders.com/career-advice/womans-guide-to-successful-salary-negotiation/>

Calvert, C.T. (2014, June 24). 5 Tips for Disclosing Pregnancy in a Job Search [Web log post]. Retrieved from <https://www.flexjobs.com/blog/post/5-tips-disclosing-pregnancy-in-a-job-search/>