



CAREER CONNECTIONS
CENTER

Vetting Company Culture for INCLUSIVE EXCELLENCE

Before you say **Yes!** to a new job offer, research the level of support the company gives to issues that are important to you. In order to know what to look for, it's important to first reflect upon what your personal needs are in a work environment.

WHAT CAN HUMAN RESOURCES DO FOR ME?

Human Resources (HR) does more than just handle the hiring of new employees. They also

- **Advocate** for employees in difficult situations
- Provide **conflict resolution** when needed
- Work to **empower** the individual employee
- **Develop** and **ensure compliance** with policies designed to build and maintain a positive workplace culture

GENDER EQUALITY INDEX

The Gender Equality Index is a searchable list of public companies committed to supporting gender equality through policy development, representation and transparency. [<https://www.bloomberg.com/gei>]

WHAT IS INCLUSIVE EXCELLENCE?

Inclusive Excellence means an institution has adopted means for the cohesive, coherent and collaborative integration of diversity and inclusion into the institutional pursuit of excellence.



HOW DO I RESEARCH COMPANY INCLUSIVITY?

Review the organization website to look for and/or ask Human Resources for examples of

- Non-discrimination policies that include sexual orientation and gender identity and expression
- Domestic partner policies
- Diversity education and training programs
- Gender neutral bathrooms
- Diversity reports
- Specialty groups such as LGBTQ+ employee groups.
- Representation of diversity at all levels of the organization and among internal and external stakeholders

NEED HELP FINDING INCLUSIVE INTERNSHIPS?

Seizing Every Opportunity (SEO) offers free programs to help college students of color secure internships with partner organizations. International students at U.S. institutions, who have F-1 visas and OPT or CPT work authorization, are eligible to apply. [seo-usa.org]

Inroads is a free program that supports first generation and historically marginalized student groups find paid summer internship opportunities at top programs. INROADS selection process is not based on citizenship status. [inroads.org]

CORPORATE EQUALITY INDEX

The Human Rights Campaign Foundation (hrc.org) publishes a Corporate Equality Index [hrc.org/resources/corporate-equality-index]. In it, hundreds of companies are evaluated using a 100-point scale to measure their commitment to **non-discrimination policies, equitable benefits** for LGBTQ workers and their families as well as supporting an **inclusive culture** and **corporate social responsibility**.

TRANSITIONING AT WORK

What does a comprehensive transition policy look like?

The Transgender Law Center has drafted a model policy for employers and transgender employees
transgenderlawcenter.org/resources/employment/modelpolicy

What Are My Rights?

The National Center for Transgender Equity has outlined rights for both federal and general employees
transequality.org/know-your-rights/employment-general

USE "VAULT" TO RESEARCH COMPANY DIVERSITY

Vault is an optimized career search engine available to all Clark University students for free. Within Vault, you can find rankings and reviews, career advice and career guides.

1. Log into Handshake using
<https://www.clarku.edu/handshake>
2. Once in Handshake, click on the "Career Center" tab and select "Resources" from the drop-down menu.
3. Scroll down to click on Vault from the options.
4. Once on the Vault site, type your term of choice into the search box on the homepage (e.g. diversity, LGBTQ, etc.) and click the magnifying glass to search.
5. Use the category filters on the left-hand side to weed through results.

Rankings Allows you to view lists of companies, internships, etc. according to your search terms.

Companies Filtering by company allows you to read individual organizations' statements about diversity or other terms you are searching for.

One step further: Once you click on a company, be sure to click on the "Survey Says" and "Reviews" tabs beneath the company name. Search (Ctrl+F) to find what former employees have to say about your search topic.

5 INTERVIEW QUESTIONS TO ASK

1. What are your most important values?
2. What active steps has your organization taken towards building a diverse work environment?
3. Can you share the most recent data on your organization's diversity?
4. How do the company's recruiting efforts support a diverse culture?
5. What diversity, inclusion, and cultural competence training has my supervisor had?

CONNECT WITH ALUMNI

Check to see if there are any Clark alumni already working at the company you are applying to. They can be a great resource for questions about a company's diversity.

ClarkCONNECT Click on "Connect" to search by company name.

LinkedIn Search the company name, then select "People" from the vertical menu on the left, then search for "Clark University" in the search bar beneath the number of employees.