

# FAQ & tips for trans\* job seekers

**Which name should I use on my resume?** A resume is not a legal document, so it's OK to list your chosen name. Some folks list their first initial followed by their chosen name (e.g. T. Michele Richards) or identify their name in quotes (e.g. Taylor "Michelle" Richards).

**When do I need to use my legal name?** On background checks, Social Security documents, & insurance forms. You can list your chosen name in your email, phone, and directory.

**Transitioning does not mean "starting over" professionally.** You can and should list former references and past work experience, even if you went by a different name. Talk to your references and tell them the name/pronouns you use now (if safe to do so).

**Talk to potential employers.** Explain that some references might refer to you by another name. Ask the hiring manager to maintain your privacy. If you do not want former supervisors/coworkers to know the name you use now, ask the hiring manager to not disclose this when calling references.

**THINK AHEAD: What is important for your workplace to know about you? What's not important?**

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## san mateo pride center

We are a program of **StarVista** in collaboration with Outlet of Adolescent Counseling Services and Peninsula Family Service.

Our mission is to create a **safe, inclusive, and affirming community** for individuals of all ages, sexual orientations, and gender identities. **We provide a broad range of accessible and affordable services, including:**

**Therapy & Counseling**  
**Case Management**  
**Peer Support Groups**  
**Trainings & Workshops**  
**Social/Community Events & more!**

### CONNECT WITH US:

**#:** (650) 591-0133

**Email:** [info@sanmateopride.org](mailto:info@sanmateopride.org)

Visit [www.sanmateopride.org](http://www.sanmateopride.org)

Follow us on Facebook & Instagram  
([@sanmateopride](https://www.instagram.com/sanmateopride))

### **CRISIS SUPPORT (24/7)**

**If you're in distress or just need someone to talk to, you are not alone. Reach out for support:**

**TRANS LIFELINE:** (877) 565-8860

**TREVOR PROJECT:** (866) 488-7386

**STARVISTA CRISIS LINE:** (650) 579-0350

**INTIMATE PARTNER ABUSE:** (800) 300-1080

**TEXT "HOME" to 741741**

Or visit <https://sanmateocrisis.org>

**For Additional Resources:** Dial 2-1-1 at any time (available 24/7 and in 150 languages) for connections to local resources of any kind.

# navigating & finding work

*This brochure is intended to support and empower **transgender, gender-diverse, and non-binary individuals** in navigating various resources in **San Mateo County** and beyond. This resource was created **by the community, for the community**. We know how challenging it can be to get the support you need, so in sharing these tips and tricks we hope to give you the tools to thrive. If you need further assistance, please reach out. We are here to support you.*



*This project is supported by Kaiser Permanente Northern California Community Benefit Programs.*

## where to get help with finding work

- **TRANS EMPLOYMENT PROGRAM:** The SF LGBT Center's TEP is designed to help create inclusive workplaces and jobs for trans\* people. TEP services include: job referrals and career coaching; navigating being out at work or transitioning on the job; resume review and managing references; hiring and community events; and legal services.
  - #: (415) 865-5614
  - [employmentservices@sfcenter.org](mailto:employmentservices@sfcenter.org)
  - [www.sfcenter.org/transgender-employment-program-tep](http://www.sfcenter.org/transgender-employment-program-tep)
- **NOVAworks JOB CENTER:** Free career counseling & workshops on topics such as: assessing career objectives, creating a powerful resume, learning to network, and negotiating for the best possible employment situation. Great local resource!
  - #: (408) 730-7232 // [www.novaworks.org](http://www.novaworks.org)
- **TRANSCANWORK:** Services include Guidance, Training, Recruiting, Job Training, Career Support, Jobs Network, and more
  - Email [info@transcanwork.org](mailto:info@transcanwork.org) for more info
  - **Job Seeker form:** [www.transcanwork.org](http://www.transcanwork.org)

### additional employment resources

- **Root & Rebound Reentry Legal Hotline:** (510) 279-4662
- HRC's **LGBTQ+ Best Places to Work 2022:** [www.hrc.org/resources/best-places-to-work-for-lgbtq-equality-2022](http://www.hrc.org/resources/best-places-to-work-for-lgbtq-equality-2022)
- **Gay Pink Spots (LGBTQ+ owned/friendly businesses):** [www.gaypinkspots.com](http://www.gaypinkspots.com)

## your rights in the workplace

- **You have the right to be addressed by your lived name and pronouns**, regardless of whether you have legally changed your name and gender marker. If your employer consistently and intentionally misgenders you, that could be illegal harassment.
- **All employees have a right to safe, appropriate restrooms.** Your employer cannot dictate which restroom you use. If your workplace has single-stall restrooms, they must be labeled "All Gender," "Unisex," "Gender Neutral," or something similar.
- **EXAMPLES OF UNLAWFUL DISCRIMINATION:**
  - *Firing an employee who came out or who was planning to make a gender transition*
  - *Failing to hire an applicant because they are trans*
  - *Denying access to the appropriate restroom*
- **DURING INTERVIEWS OR JOB APPLICATIONS:**
  - *Employment cannot be conditioned on gender identity*
  - *You cannot be required to reveal your gender on job applications or interviews*

### what should I do if I am being discriminated against, harassed, and/or face retaliation?

- **DOCUMENT** what's happening. Take notes on who said what, when, where, and who else may have witnessed it. Save any relevant emails, texts, or papers.
- **SPEAK UP** to try to solve the problem if you feel safe doing so. This might mean talking to your supervisor, HR department, and/or union representative. If there is a grievance procedure, consider using it.
- **SEEK HELP** from the ACLU or another civil rights legal organization: [www.aclunc.org/our-work/get-help](http://www.aclunc.org/our-work/get-help).
- **TAKE ACTION** by filing a complaint with the Department of Fair Employment and Housing.
  - #: (800) 884-1684
  - [www.dfeh.ca.gov/ComplaintProcess](http://www.dfeh.ca.gov/ComplaintProcess)

## transitioning at work

- **Develop your transition timeline and action plan:**
  - If you plan to medically transition, discuss time off for appointments. If your organization has an insurance policy, you can consult this for information on transition-related care.
  - Even if you don't plan to medically transition, you may still want time off to adjust. Consider talking to your supervisors about plans so that you may be comfortable while transitioning.
  - Familiarize yourself with your legal protections.
- **Talk with your supervisor about your plans and what you need in terms of support. Be concrete in your asks.** If it feels safer, ask someone from HR (or another ally) to be there with you. Things to consider:
  - *Will you need support in "coming out" or notifying coworkers and external colleagues?*
  - *Which bathroom will you need access to?*
  - *What support will you have if someone misgenders or harasses you? What is the company policy?*
  - *How can you update your name/pronouns in your email signature and business cards?*
  - *What resources are there for ongoing or long-term support you may need?*
- **Ask around:** Has this been done before? Seek out others who may have transitioned in your workplace already and learn from their experience. Find your allies.

### ASK YOURSELF: What does safety and support in the workplace look like for you?

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