



PROFESSIONALISM IN THE WORKPLACE

DIVERSITY INNOVATES

Brought to You By:
oSTEM at JHU



COMING OUT TACTICS

You may ask questions about affinity groups or employee resources that the employer offers to LGBTQ employees

You may bring up your involvement in LGBTQ-related leadership or advocacy as evidence of skills and knowledge you can bring to the organization.

Noting oSTEM or other LGBT+ organizations on your resume is a great way to come out to your employers should you want to take that step.

Understand that “Diversity Innovates” is not just a slogan. Diversity has been seen time and time again as key to running truly innovative organizations. Organizations need diverse ways of thinking. Diversity is an asset to the team.



WORKPLACE PRO TIPS

Adjust your FB privacy settings

Be transparent: don't be afraid to ask for help

If you're nervous about socializing at work, it helps if you listen to a pump-up song on your way to work each day

Show up 10 minutes early and be ready to work

Always follow up on e-mails. Succinct, no-frills emails convey confidence. Hone your language, and be specific.

Seek learning opportunities by taking on special projects

Always be kind to the receptionist

Don't complain about Mondays, it shows that you're apathetic to your job

Don't underestimate the power of social rituals. Go out with co-workers after work.

Study and work in whatever seemingly unrelated areas you are interested in, even if it's just a hobby.

Share your career goals constantly and with anyone. It gives you practice and you're the first one to come to mind when someone has an opportunity in that field.

Read up on your industry, even just following industry related FB pages to read major headlines



HOW TO BE TAKEN SERIOUSLY?

Swallow your pride, do what makes your team/boss look good

Be open about your failures: it builds respect and trust

Don't simply do the to-do list they ask, bring to the table more than what is asked of you. Be innovative

Work efficiently and effectively. Speeding through work results in errors and backtracking, while spending too much time doesn't lend you to taking on new responsibilities

Build up employer's trust with smaller things to be given bigger projects

Use your current power to pull up others

Be curious, let yourself be occupied with new information

Practice your soft skills



PROFESSIONALISM CHECKLIST:

- ☐ Professional headshot
- ☐ Uniform presence across social media
- ☐ Identify your professional purpose
- ☐ Learn from your competitors
- ☐ Craft a personal branding statement
- ☐ Look horizontally for job opportunities, not just up
- ☐ Practice answering (not-rehearsing) basic interview questions
- ☐ Establish a proper e-mail signature
- ☐ Update your resume
- ☐ Have a go-to interview outfit on standby



DEVELOP PERSONAL BRAND

- 1 Who do I admire?
- 2 What are my goals? What steps do I need to take to reach those goals?
- 3 What am I passionate about? What drives me?
- 4 What makes me different?
- 5 What are my weaknesses? How can I better accommodate these weaknesses?
- 6 What do others think about me? What do they come to me for that I have no problem helping them with?
- 7 What do you want to be? Then backtrack and see what it takes to become that (what level of education, what work experience, what skill sets)
- 8 What are my personal values?
- 9 What adjectives do I use to describe myself?
- 10 Self exploration: What do I like, what do I not like?



DRESS CODE

Two routes for the Interview:

Choose to wear clothing that reflects you as an individual since you'll inevitably wear those clothes once you're hired. If they don't accept you in the interview then you wouldn't want to work there to begin with

Wear more toned down clothes to get your foot in the door and then ease into that after getting the job.

Investigate company culture on social media if possible

Above all else, wear clothes that fit well and clothes that you feel comfortable wearing. If you don't wear femme clothing, then don't feel pressure to wear a skirt to the interview

THE INTERVIEW

Getting involved in organizations/activities that you're passionate about will result in a more naturally energized interview

Maintain good posture

Likability is crucial: Be someone you'd want to spend time with

Ask questions during the interview, it shows you've done your research and are invested. Ex: What will be the objectives of this position for the first few months? Who will I be reporting to? What are the skills that you expect me to build on during my first few months?



THE EMAIL

- (1) send these emails from your university email
 - (2) Proofread and spellcheck!
 - (3) These emails should be short and specific to each professor
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(S1) State your name, year, major, your intention to become involved in research, and when you would like to start.

(S2/3) State that you've read a few of their lab's recent papers, and are interested in __, favorite topic from their papers __. Due to your fascination in their work, you were wondering if they have any undergrad openings in their lab.

(S4) State that they can consult your resume (attached) or contact you if they have questions about your experience.

(S5) End with the phrase, "I would love to discuss this with you further, and thank you for your time." or something related.



RESUME & COVER LETTER PRO-TIPS:

Your Resume is the skeleton to your profile, the Cover Letter is the filling that makes you a real person!

Your Resume should be updated every 6 months. Don't just add another job, tailor your resume to fit the current you.

Volunteer work is a great way to supplement your resume. It's a great opportunity to give yourself the experience that could be applied in the future.

Measure your work outcomes: Employers see a lot of resumes with the same entry-level skill sets, so incorporate the numeric impact you've had on an organization through your work. Measure your projects and keep track of the results to justify your effectiveness.

Emphasize skills that are important. It helps if you have multiple versions of your resume that lend themselves to different opportunities: Research, Internship, Study Abroad, Campus Employment, etc.

Phrase your experience in a way that links it back to your personal brand. Ex: "Marketing & Sales Experience" rather than "Work History"



TRANSLATING STUDENT INVOLVEMENT

Skills Gained from Involvement in Student Organizations:

Time management	Organization
Leadership	Project management
Book-keeping / budget	Problem-solving
People skills	Writing/reporting skills
Communication skills	Coordinating Programs

PRESIDENT

- supervises all organization meetings
- oversees event planning
- completes all student organization purchase requests
- submits all required paperwork for organization renewal
- submits a semester and annual report of organization activities.

VICE PRESIDENT

- supervises organization meetings
- assists with fundraising, event planning, etc.
- works with the organization's Treasurer to prepare an annual budget;
- scheduling locations for meetings and events

TREASURER

- prepares the annual organization budget
- monitors the organization's budget
- keeps a record of all transactions

SECRETARY

- takes minutes at every organization meeting
- maintains the organization history for that academic year
- assists with organization projects
- maintains communication between the board and members



GET INTO RESEARCH

- 1 Decide you want to become involved in research
- 2 Search JHU Department websites to narrow down your ideal labs
- 3 Read some papers to get familiar with the research on PubMed
- 4 Make a Research Resume
- 5 Email a professor
- 6 Create a 1 page resume before emailing professors.

THE PITCH

Research goal:

This is short and sweet (3 sentences max), and should talk about why you want to become involved in research.

Relevant SCIENCE courses you've taken:

Don't put grades – just list the name of the course.

Leadership roles:

Resident assistant, volunteer positions, tutoring, past jobs...etc.

Past scientific research experience, if any (symposiums, and university research)



POWERFUL VERBS

YOU LED A PROJECT

Chaired
Controlled
Coordinated
Executed
Headed
Operated
Orchestrated
Organized
Oversaw
Planned
Produced
Programmed

YOU BROUGHT A PROJECT TO LIFE

Created
Designed
Developed
Founded
Engineered
Established
Implemented
Incorporated
Initiated
Introduced
Launched
Pioneered
Spearheaded

YOU IMPROVED COMPANY FLOW

Advanced
Amplified
Boosted
Capitalized
Enhanced
Expanded
Expedited
Furthered
Gained
Generated
Improved
Maximized
Sustained

YOU SUPPORTED SOMEONE

Advised
Advocated
Arbitrated
Coached
Consulted
Educated
Fielded
Informed
Resolved

RESEARCH

Analyzed
Assembled
Assessed
Evaluated
Examined
Explored
Identified
Interpreted
Investigated
Mapped
Measured
Qualified
Quantified
Surveyed
Tested
Tracked

YOU SAVED THE COMPANY TIME/MONEY

Conserved
Consolidated
Decreased
Deducted
Diagnosed
Reconciled
Reduced
Yielded

YOU ACHIEVED SOMETHING

Attained
Awarded
Completed
Demonstrated
Exceeded
Outperformed
Reached
Surpassed
Targeted

YOU MANAGED A TEAM

Aligned
Cultivated
Directed
Enabled
Facilitated
Guided
Mobilized
Motivated
Recruited
Shaped
Supervised
Taught
Trained
Unified

YOU IMPROVED SOMETHING

Centralized
Influenced
Integrated
Merged
Modified
Redesigned
Refined
Refocused
Remodeled
Reorganized
Restructured
Revamped
Revitalized
Simplified
Standardized
Streamlined
Upgraded
Transformed

YOU PERFORMED OUTREACH

Forged
Navigated
Negotiated
Partnered
Secured

