



## Professional Use Policy

*Last updated 10.15.22*

Trust is irreplaceable. The success of any authentic relationship supporting young professionals must foster trust on all sides of the relationship. This means that all parties must agree to the following general principles and guidelines in addition to our Terms of Service & Privacy Policy.

**Seek to Understand & Help** :: Listen closely to what is being said. Engage often and regularly to offer help, seek advice, etc. Do not be worried about asking for help.

**Be Honest, Be Real & Build Trust** :: Share what is truthful about any experience. Answer questions to reflect the reality of the workplace or career journey. Invest in a professional relationship building trust among all parties. Maintain relationships that uphold workplace standards of ethical behavior and practices.

**Exercise Confidentiality**: Do not disclose any personal information to any parties for any reason. Foster a safe space to allow both parties to be their full authentic selves.

**Advocate for Equity**: Create opportunities for marginalized voices and recognize ways to be more equitable in outreach efforts and hiring strategies. Do not make assumptions based on identity, intersections or characteristics. Do not discriminate on the basis of ethnicity, national origin, religion, age, gender, gender identity, sexual orientation, gender expression, disability or military / veteran status or lack thereof.

**Follow Through**: Keep your commitments and word. Be sure to follow through and follow up. Relationships are built on the ability to see positive results from both parties.

**Zero Tolerance of Harassment**: Zero tolerance for any type of unlawful harassment whether by any CPCC user, especially when such harassment interferes with the purpose of fostering a safe space.. Behaviors that may not rise to the level of unlawful harassment but are nonetheless a violation of professional standards, our organization values, or our commitment to Diversity, Equity and Inclusiveness will be means for

immediate removal. Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation or broadcast of offensive printed, visual or electronic materials, or offensive physical actions. Sexual harassment is deemed as: sexual-oriented verbal "kidding," "teasing," or jokes; subtle pressure for sexual activity or physical contact such as patting, pinching, or brushing against another's body; or demands for sexual favors. Other forms of unlawful harassment may include similar conduct or derogatory remarks based upon any protected characteristic or status. File a complaint for any violation by either party.



## CPCC Roles & Responsibility Agreement

*Last updated 10.15.22*

Roles of each user, as follows:

### **Students**

Students may sign up for FREE as a Career Candidate to discover, explore and network with employees who wish to be Mentors or Connectors providing career prep, guidance and support in your career journey.

#### **As a Career Candidate**

*How to be successful as a LGBTQ+ Student on the CPCC?*

- **BE WHO YOU ARE:** Do not hesitate to form meaningful connections with your mentor over non career-related interests such as shared identities, hobbies, etc.
- **SHARE YOUR ADVOCACY & VOLUNTEERISM:** Make sure to highlight your volunteer and advocacy experiences; as a queer young person, these experiences demonstrate your passion and dedication.
- **REACH OUT:** The CPCC platform is designed to connect you to a wide array of professionals from various industries. Reach out to as many people as you feel could support you on your career development journey,

but focus on 1 – 3 professionals when working to build a close mentor/mentee relationship.

- **BE IN TOUCH REGULARLY:** Maintain frequent communications with your mentor. Feel free to discuss your honest concerns, and keep them up to date on any life or professional updates.
- **ENGAGE FULLY:** Remember that Mentors and Connectors who sign up for this platform specifically want to support LGBTQ+ young people. Take advantage of the opportunity to learn about how your identity may affect your professional life.

## ***Employees***

Employees may sign up for FREE as either a Mentor or a Connector to support LGBTQ+ students on their career journey.

### ***As a Mentor***

Mentors are individuals who wish to be more involved with LGBTQ+ students developing their job prep skills, career readiness as well as willing to serve as an ongoing career guide and professional support for the Career Candidate(s). You may choose to change your role or pause your involvement at any time.

#### *How to be a successful Mentor to LGBTQ+ students with the CPCC?*

- Introduce yourself using pronouns and respect your Mentee's pronouns.
- Ask your Mentee about what they are looking for, where do they need help or support in their career journey. (career prep help, jobs, internships, etc)  
  
Not every LGBTQ+ student will be looking for the same help or experience.
- Develop connections with your Mentee over non career-related interests such as your shared passions in life, intersectional identities, hobbies, etc.
- Send follow up chat messages in the platform if you have not heard from your Mentee in a while to check in and build relationship. Make sure to ask how they are feeling more generally, rather than only asking about professional career updates.
- Don't ask prying questions about your mentee's sexuality or gender identity; let them share about themselves as they wish to foster a safe environment on their terms.
- Lead by example, but also encourage your Mentee to make their own decisions.

- Be an active listener when your Mentee is sharing about a wide variety of experiences—from describing the number of cover letters they sent out, to expressing fear of experiencing discrimination in the workplace.
- Remember that connections made on this platform are specifically designed to support LGBTQ+ young people as they prepare for a career path. Be mindful that your Mentee is looking for a networking opportunity and the chance to learn about how their LGBTQ+ intersectional identity may affect their professional life in their chosen career field.
- Be sensitive to the barriers LGBTQ+ people may have faced that prevented them from starting, exploring or figuring out their career interests, passions and what they are looking for.
- Support your Mentee in researching various companies' discrimination policies and workplace cultures to ensure they end up in a safe nurturing environment where they can be their full authentic self.

### ***As a Connector***

Career Connectors are individuals who wish to help with job prep skills - like interviewing or resume building: the individual may not have time to be a Mentor but conversely wishes to help when possible with specific skill building to help a LGBTQ+ student succeed in their career journey. You may choose to change your role or pause your involvement at any time.

#### *How to be a successful Connector to LGBTQ+ students with the CPCC?*

- Introduce yourself using pronouns and respect your Mentee's pronouns.
- Ask your Mentee about what they are looking for, where do they need help or support in their career journey. (career prep help, jobs, internships, etc)

Not every LGBTQ+ student will be looking for the same help or experience.

- Develop connections with your Mentee over non career-related interests such as your shared passions in life, intersectional identities, hobbies, etc.
- Send follow up chat messages in the platform if you have not heard from your Mentee in a while to check in and build relationship. Make sure to ask how they are feeling more generally, rather than only asking about professional career updates.
- Don't ask prying questions about your mentee's sexuality or gender identity; let them share about themselves as they wish to foster a safe environment on their terms.
- Encourage the students you are working with to ask you questions that pertain to their specific needs.
- Be an active listener when the student you are working with is sharing about a wide variety of experiences—from describing the number of cover letters they sent out, to expressing fear of experiencing discrimination in the workplace. Hear their concerns, and respond with a combination of compassion and advice.
- Remember that connections made on this platform are specifically designed to support LGBTQ+ young people. Be mindful that the students you are working with may be interested in learning how their LGBTQ+ and intersectional identities may affect various aspects of their career development process. Do some preliminary research on best practices.

Some examples:

- If you are helping students with resumes, be versed in how someone can best share their pronouns.
- If you are helping students with interview prep, be prepared to answer questions about how a student should talk about their LGBTQ+ identity with a potential employer.
- Be sensitive to the barriers LGBTQ+ people may have faced that prevented them from starting, exploring or figuring out their career interests, passions and what they are looking for.



## **Companies**

Companies may sign up as a Company with a paid annual partnership plan to create a profile for the company, post jobs and internships, share/host events, download resumes, etc.

The Company may also recruit employees to be Mentors and Connectors and include those employees in their company profile. These employees may be from Employer Resource Groups/Affinity Groups or any employee wishing to support LGBTQ+ students in their career journey. These employees are actively engaged in representing their company and in outreach for diversity/inclusion efforts of the company.

## **Career Centers**

Career Centers may sign up as a Career Center from various colleges and universities with a paid annual membership to create a profile for the career center, provide resources, share/host events and offer support to LGBTQ+ students. Career Centers may also take the Campus Pride Career Center Index to measure their LGBTQ-friendly policies, programs and practices within the career center.

The Career Center may also offer the CPCC as a “safe space” to their LGBTQ+ students looking for support on their career journey as well as recruit campus career center staff and other campus staff/faculty to be Mentors and Connectors representing their college/university.