

## The Job Application Process: For Diverse Populations

### International Students:

Don't include your Visa status on your application materials: Other than the actual text-field application itself, where you are asked if you are authorized to work in the United States.

Decide what works for your cultural comfortability in self-promotion: The Americanized application process assumes you are ready/willing/able to engage in self-advocacy. This may feel uncomfortable, depending on your background.

Highlight your global perspective: What traits do you think you've developed, as an international student? Adaptability? Cross-cultural communication? Promote these skills.

[www.mtsac.edu/international/student-center.html](http://www.mtsac.edu/international/student-center.html)

### Formerly Incarcerated Students:

Practice sharing your story: Your "elevator pitch" is unique to the growth you've experienced. Share the transferrable skills you gained in that journey.

Know your legal rights: In California, employers cannot ask about conviction history until AFTER a conditional offer is made.

Look into unique job boards: Many second-chance job boards exist, verify trustworthiness with your Career Specialist via the "Job Boards and Fraudulent Job Listing" resource.

[www.mtsac.edu/rising-scholars/](http://www.mtsac.edu/rising-scholars/)

### BIPOC Students:

It's a personal choice: In terms of deciding how to navigate the expectation to assimilate your hairstyle, pronunciation of your name, tone, etc., to fit dominant cultural expectations. Adapt strategically, if you choose: Remind yourself internally that authenticity is a strength, not a liability.

Research Company Culture: Via options such as Glassdoor's DEI Lens

Utilize Job Networks: Specific to BIPOC students

[www.mtsac.edu/equitycenter/Under-Resourced Students:](http://www.mtsac.edu/equitycenter/Under-Resourced%20Students)

Utilize campus resources: These will be unique to you and your needs and experiences.

Work with staff to determine how we can assist you in getting you the tools you need.

[www.mtsac.edu/calworks](http://www.mtsac.edu/calworks)

[www.mtsac.edu/aces/](http://www.mtsac.edu/aces/)

[www.mtsac.edu/mesa/](http://www.mtsac.edu/mesa/)

[www.mtsac.edu/eops](http://www.mtsac.edu/eops)

Veteran Students:

Utilize O\*Net's military-to-civilian translator: To translate the military skills into transferrable language for your job field.

Emphasize the skills: You developed many "soft" skills in your leadership, highlight these within the bullet point section of your military job experience (NOT directly under skills section)

Practice translating your military experiences into interview answers: See the STAR method resource for behavioral questions, and think of specific examples you are comfortable sharing that may apply to common questions (see: Common Questions resource)

[www.mtsac.edu/veterans](http://www.mtsac.edu/veterans)

LGBT+ Students:

Decide what feels right to you when it comes to disclosure: There is no "right" or "wrong" timing. Many feel it best to disclose up front to ensure they are hired for their "full selves." Many also do not. Discuss with your Career Specialist what feels right for you.

Research the company's values, mission, diversity statements, and cause donation history: These will provide insight into where the company stands on protections.

Know your Rights: California Fair Employment and Housing Act (FEHA) and Title VII of the Civil Rights Act of 1964

[www.mtsac.edu/pridecenter/](http://www.mtsac.edu/pridecenter/)

Students with Disabilities: Know ADA laws AND also... the culture of the company!: Research and inquire with HR

what standards may be applied to accommodations. Some companies are more flexible and some only offer precisely what the law requires.

Decide when to Disclose: You may need to request accommodations during the interview process. If not needed then, many may decide not to disclose until after an employment offer has been signed. Some may choose to highlight the strengths their disability has brought them during the interview process. There is no “right” or “wrong” - decide your comfortability.

Provide Documentation: Don’t disclose medical diagnoses, rather, work with your doctor to transcribe in terms of limitations & needs.

[www.mtsac.edu/access/](http://www.mtsac.edu/access/)

[www.mtsac.edu/aces/](http://www.mtsac.edu/aces/)

First Generation College Students:

Share your narrative: Work with your Career Specialist to verbalize the strengths your journey and story brought you.

Utilize first-gen networks: First-generation students share a unique life experience; resources are available to you to maximize on that connection!

[www.mtsac.edu/aces/](http://www.mtsac.edu/aces/)

Re-Entry Learners:

Work with your Career Specialist to practice framing any gaps on your resume positively: Utilize resources on the link below to assist you.

Be open to additional training opportunities or certifications: These may boost your

resume history and bridge the gap.

Highlight your education at the top of your resume: This shows you are in active pursuit of next steps!

[www.mtsac.edu/tech-health/career-resources](http://www.mtsac.edu/tech-health/career-resources)

## Parenting Students

If you disclose, Highlight Parenting and/or Career Gaps As an Asset:

Time management,

problem-solving under pressure, communication & conflict resolution, leadership and responsibility, adaptability, etc. Don't apologize, be factual.

Discuss Schedule Stability:

Negotiate flexibility as needed

[www.mtsac.edu/parentscholars/](http://www.mtsac.edu/parentscholars/)