



DIVERSITY CAREER GUIDE

Student Affairs at Carnegie Mellon University Silicon Valley



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Acknowledgment section

This career guide is updated each year and the career services team would like to sincerely thank the iii DEI Fellow, Somya Mittal, for collaborating on the first iteration of this diversity career guide. We appreciate the hard work of Somya Mittal who researched specific areas that should be included, asked classmates and volunteer career mentors for input, and compiled helpful tips and resources for students to enable them to make the most of their CMU-SV experience and navigate the internship and job search process in Silicon Valley through the lens of diversity, equity, and inclusion. Her valuable contributions made this career guide possible and we are extremely grateful for this foundational guide that will be updated annually.

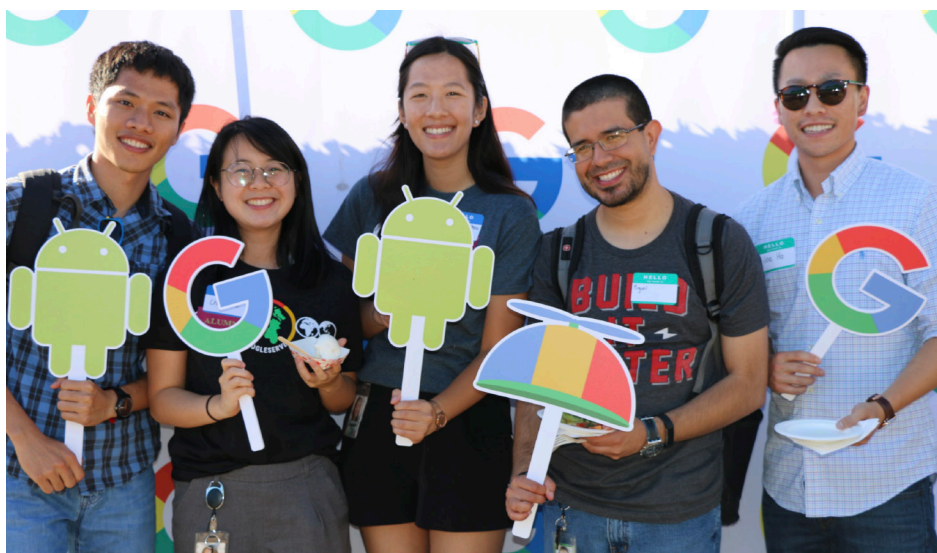
Introduction

The Career Services team is excited to share this diversity career guide in hopes that it will be a tool to better equip CMU-SV students in their internship and job search. To learn about the most up-to-date resources at Carnegie Mellon University in diversity, equity, and inclusion please bookmark this site: <https://www.cmu.edu/diversity/>.

After reading this diversity career guide, our hope is for you as a CMU-SV student to be better equipped to:

- Match your personal mission and values and identify companies that have a culture where diversity, equity, and inclusion are seen in action
- Present yourself in interviews and feel confident in researching a company to see if the company's mission and vision align with your "why"
- Attend networking events where you can meet diverse professionals in the tech industry from diverse backgrounds and identities
- Show up to your internship or full-time role as your full self and feel empowered to embrace all of your identities in or outside the workplace

This diversity career guide will be updated annually and we welcome suggestions for new sections and topics to be included. Please do not hesitate to reach out to career-services@sv.cmu.edu to share suggestions.



IDENTITY RESOURCES

It is important to remember that, no matter the identity group(s) you associate with, you are not alone. Connecting with like-minded professionals who may have led a similar journey like yours, can help boost confidence and open up new opportunities for you. Below is a short list (and by no means exhaustive) of a few organizations/job-sites/networking events that you can participate in. We recognize that you may identify with multiple groups (also known as intersectionality), so feel free to look at resources from any of the below groups that you feel you may benefit from.

Students of Color

- a. CMU Resources: [Healing From Racial & Ethnic Discrimination Support Group](#) offered by Counseling and Psychological Services (CaPS)
- b. Organizations to join: [People of Color in Tech](#)
- c. Job-hunting: [POCIT Jobs](#)
- d. Networking/Conferences to learn & grow: [Tapia](#), [The Diana Initiative](#), [Blacks in Cyber](#), [Women in Cybersecurity \(WiCyS\)](#), [AFROTECH Conference](#).
 - a. Black community: [Blacks in Technology](#)
 - b. Asian community: [National Association of Asian American Professionals \(NAAAP\)](#)
 - c. Hispanic and Latinx community: [Hispanic/Latinx Alliance for Career Enhancement \(HACE\)](#)
 - d. Muslim Women community: [Muslim Women in Technology](#), [Tech Sisters](#)
 - e. Indigenous Peoples community: [Natives in Tech](#)

Women

- a. CMU resources: Womxn in Innovation (WiiN Club) for iiii department, Women of INI (WINI Club) for INI department, Women in ECE (WinECE) for ECE department. Reach out to your advisor to learn more about them.
- b. Organizations to join: [AnitaB.org](#), [Girl Develop It](#), [Girls in Tech](#)
- c. Networking events: [Women of Silicon Valley](#), [Grace Hopper Conference](#)
- d. Specific resources for women leaders job postings: [Women who Code](#)
- e. Other Employee Resource Groups at Work

LGBTQIA+ Community

- a. CMU Resources: [LGBTQIA+ Support and Social Group](#) offered by Counseling and Psychological Services (CaPS)
- b. Organizations to join: [Lesbians who Tech](#), [Out in Tech](#)
- c. Networking events: [Reaching Out MBA \(ROMBA\)](#)
- d. Other Employee Resource Groups at Work

Students with Disabilities (physical + mental)

- a. CMU Resources: [Olitsky Career Readiness Program](#)
- b. Organizations to join: [Lime Connect](#)
- c. Other Employee Resource Groups at Work
- d. Networking events: Apply to Lime [Virtual Recruiting Events](#); See company list who recruit through Lime Network [here](#).



IDENTITY RESOURCES (CONTINUED)

International Students

- a. CMU Resources: [International Community Connection Hour](#) by offered Counseling and Psychological Services (CaPS)
- b. Resources related to Taxes - the Office of International Education (OIE) [website](#) has in depth resources discussing [taxes](#). If you don't see something included on this page, we recommend going to the "search" at the top of the OIE homepage and searching for "taxes" for the most recent information.
- c. OPT/CPT resources to help with Work Authorization questions on job applications: [Hiring CMU International Students](#) by Career & Professional Development Center (CPDC) and list of [FAQs](#) for when a job application asks about work authorization.

Parents or Guardians

- a. Are you a parent or guardian who is transitioning back into school and the workplace? Check out this great resource, [Path Forward](#), which shares helpful webinars, LinkedIn tips, career tips for applying to returnships at Amazon, VMware, and more. New to returnships? Check out Audible's "Next Chapter" Returnship program [here](#). Check out other openings [here](#). Path Forward's partners range from large tech companies to small companies and start-ups.

Faith & Religion

- a. CMU-SV is located across the street from the Moffett Chapel which is managed by the US Army. The chaplain is available to support all tenants at Moffett Field, including NASA, Carnegie Mellon students, staff, and faculty, military, families living at Moffett, and more –

Chaplain Sauer is a chaplain in the Lutheran, Christian tradition and as a U.S. Army chaplain, he is also trained to provide for the religious and spiritual needs of individuals across denominations and religious traditions. He is available for free, confidential counseling during Thursday office hours, and by appointment. Questions can be directed to Chaplain Sauer at: paul.r.sauer7.mil@army.mil

- b. If faith and religion is important to you, companies often have employee resource groups across many faiths and religions. For example, Meta has an Interfaith employee group that states "We welcome employees from all faiths and spiritual groups to practice and celebrate their beliefs. We believe that enabling an open dialog to foster understanding of different belief systems creates an environment that is truly open and inclusive." - learn more [here](#) about the Meta Resource Groups.



NARROWING YOUR COMPANY TARGET LIST

There are thousands of companies in Silicon Valley and you may be wondering how to narrow down your target list of companies. How does one discover what companies care about DEI in the workplace? Students have shared, in the past, how hard it can be to find out about the culture of companies during a time that is hybrid and company visits are hard to do. Besides just googling about the companies and reading through their DEI page (if they have one), the best thing you can do to learn is to ask questions. You can ask questions to recruiters about DEI resources in the company, you can ask questions to hiring managers during interviews about company culture, you can even ask questions to alumni if they see diversity, equity and inclusion in their work environment.

Here is a list of things to do that can help you narrow the exhaustive list of companies in Silicon Valley:

1. Many companies today have their DEI initiatives highlighted on their Careers page. Take the time to read through their initiatives and programs, and ask questions about them in your interviews. Research into how diverse the executive team is.



2. Identify if the company you're interested in has any Employee Resource Groups (ERGs) to support you, eg: LGBTQIA+ Support and Social Groups, Black ERGs, Chinese Associations, Indian ERGs. If there isn't an ERG for you, ask the DEI program manager/recruiter what the process looks like to start your own ERG.
3. Some companies have a dedicated DEI program manager. Reach out to them and ask them specific questions about how they lead and implement DEI initiatives within the company. Example questions can be:
 - a. What does diversity and inclusion mean to you?
 - b. How do you prioritize social events that all employees feel they can take part in?
 - c. Do you have gender neutral/all-gender bathrooms at the office location?
 - d. What are the different ERGs that I can participate in? What is the process to start my own ERG in this company?
4. Talk to employees within the company to learn more about the culture of the company, and if the company really executes what they market on their Career pages. Here are a few more questions that may be helpful to ask current employees (your go-to career consultant can also help you brainstorm other questions as well) to learn more:
 - a. What does diversity and inclusion mean to you?
 - b. How do you celebrate diversity of ideas and people within your team?
 - c. What does the promotion and evaluation process look like and who is in charge of these decisions?
 - d. How do you see diversity and inclusion playing out in the products/services you build?
5. Here are some more resources you may find useful :
 - a. [CMU CPDC resource](#)
 - b. [Questions to ask as a Trans Job Seeker](#)

CO-CURRICULAR ACTIVITIES & RESOURCES

You can also participate in a cohort based program at CMU called [Intergroup Dialogue \(IGD\)](#). IGD is a program developed through the University of Michigan, and is intended to provide participants with the tools, skills, support, and practice to engage in dialogue - especially dialogue related to personal or group identity where conflict may arise. Please contact the Career Services team for more information on how to sign up for this program.

Security Related: [ThriveDX Tech Summit](#) - mission of this conference is to create a more diverse cybersecurity space and other areas in tech. Watch an example recording of a panel discussion at the conference [here](#) from November 2022. Get involved with communities like [Women@INI \(WINI\)](#). Take part in global conferences like [The Diana Initiative](#), [Blacks in Cyber](#), [Women in Cybersecurity \(WiCyS\)](#). CMU also provides scholarships for attending many of these conferences.

Entrepreneurship Related: [Startup Grind](#) is a great place in checking out DEI work and support for founders here (especially at their annual DEI conference that takes place in November). Check out their annual conference that takes place in Silicon Valley [here](#).

Websites/Articles:

1. [Diversity Jobs](#): Job portal for diversity-driven job seekers and employers to find each other:
2. [Pride At Work](#): Connect with LGBTQ+ union members and their allies
3. [Out Professionals](#): Network of LGBTQ professionals
4. [Coming Out at Work](#): An HRC (Human Rights Campaign) resource
5. [20 tips for how business can support its LGBT workforce](#)
6. [Guide to Allyship](#)
7. [A Guide to Being an Ally to Transgender and Nonbinary Youth](#)
8. [What if Someone Makes a Mistake and Mispronouns Someone Else?](#)
9. [Resources on Personal Pronouns](#)
10. [LGBTQ Resource List](#)
11. [Safe Zone Project Resources](#)
12. [Opportunities for White People in the Fight for Racial Justice](#)
13. [Global Oneness Project](#)



Books

1. *The Loudest Duck: Moving Beyond Diversity while Embracing Differences to Achieve Success at Work* by Laura A. Liswood
2. *Belonging At Work: Everyday Actions You Can Take to Cultivate an Inclusive Organization* by Rhodes Perry
3. *How to Be an Inclusive Leader: Your Role in Creating Cultures of Belonging Where Everyone Can Thrive* by Jennifer Brown
4. *Inclusion: Diversity, The New Workplace & The Will To Change* by Jennifer Brown
5. *We Can't Talk about That at Work! How to Talk about Race, Religion, Politics, and Other Polarizing Topics* by Mary-Frances Winters
6. *Me and White Supremacy: Combat Racism, Change the World, and Become a Good Ancestor* by Layla Saad
7. *Fat And Proud: The Politics of Size* by Charlotte Cooper
8. *Fearing the Black Body: The Racial Origins of Fat Phobia* by Sabrina Strings

Reference: [15 Best Diversity and Inclusion Books for 2022](#)

Podcasts

1. [The Forum Podcast](#): A Forum on Workplace Inclusion. These 100+ podcast episodes discuss the importance of diversity in the workplace.
2. [Women At Work](#): Podcasts by Harvard Business Review (HBR) about where women are at and how they can move forward.
3. [13 Insightful Podcasts on Women, Feminism, and Gender Equality](#)
4. [Intersectionality Matters](#)
5. [Microaggressions Are A Big Deal: How To Talk Them Out And When To Walk Away](#)

Reference: [10 Best Diversity and Inclusion Podcasts](#)

INTERVIEW PREPARATION



General questions for interviews: [Sample questions](#);
Practicing the [STAR method](#) for behavioral questions like “Please share about a time where you collaborated with a diverse team to solve a problem” is crucial in standing out to Silicon Valley companies.

Here are example interview questions utilizing the [STAR method](#) to practice and you can find some of the most popular behavioral interview questions on page 3.

CMU’s Career and Professional Development Center also created a helpful tip sheet with additional [questions](#) to consider asking throughout the interview process.

Recruitment website through the lens of diversity, equity, and inclusion -

1. [Untapped.io](#) - helps students apply to companies who specifically are looking for diverse talent in tech. Check out their job board [here](#).

SE Roles: [Cracking the Coding Interview](#) and of course practicing Leetcode problems; we recommend checking out the specific SE career guide [here](#)

PM Roles: [DE&I Throughout the Product Life Cycle](#), [Cracking the PM Interview](#), [Product Management Exercises](#), [Exponent Youtube Channel](#); we recommend checking out the specific PM career guide [here](#)

Security Roles: [Security Interview Questions](#), [Questions for Security Engineering Roles](#), [HackTheBox](#), [TryHackMe](#) and all of SE Roles resources; we recommend checking out the specific Security career guide [here](#)

NEXT STEPS

In closing, we wanted to uplift this framework shared by [Ascension](#) as we think it's a great example of a framework of DEI in the workplace –

What is ABIDE?

Appreciation
Belongingness
Inclusivity
Diversity
Equity

"Inclusion shows up in how we value differences, welcome individuals to serve with us and ensure that each associate has the opportunity to flourish professionally and personally. The ABIDE Frame assists us in fostering a more inclusive and welcoming environment for all associates."

If DEI is of interest to you, we encourage you to share this interest with your professors because they may have great folks in their network who can come speak in class on accessibility, diversity, and inclusion in tech. Don't forget to apply to be a DEI Fellow for your department! If your department doesn't have a role established yet, feel free to connect with your academic advisor to express your interest.

