Equity, Diversity
and Inclusion

The University Of Queensland
AUSTRALIA

CREATE CHANGE

LGBTQIA+ Recruitment Guide

For Applicants

1. LGBTQIA+ inclusion in recruitment

UQ values and is committed to supporting people of diverse genders, sexuality, sexes and sex characteristics among our staff, as demonstrated in the UQ Strategic Plan. The following guide supports the University's commitment of maintaining a safe, positive and inclusive environment for LGBTQIA+ people[1].

1.1 Why work at UQ?

UQ works hard to ensure that LGBTQIA+ applicants, including trans and gender-diverse candidates[2], are welcome.

- UQ was awarded Gold Employer in the 2022 Australian Workplace Equality Index.
- The UQ Ally Network consists of 900+ UQ Staff who are trained in LGBTQIA+ inclusion.
- We are regularly educating staff through UQ Ally Workshops and other resources to create a well-informed and inclusive UQ community.
- UQ's strong commitment to LGBTQIA+ inclusion is backed by policies that go beyond federal and state anti-discrimination legislation.
- UQ has specific policies, guidelines and leave provided for gender affirmation/transition in the workplace.
- Regular events that celebrate and recognise national and international days of significance on UQ campuses. We also arrange monthly meet-ups for LGBTQIA+ staff.
- Gender-inclusive categories in UQ HR systems.
- Unconscious Bias training is available to all UQ staff and recommended for all recruitment selection panels.
- UQ Policies entitle LGBTQIA+ staff members to the same benefits, including a suite of Paid Parental Leave, (which includes equal provisions for families undergoing surrogacy, adoption and long-term fostering) as all other staff members.
- UQ is a proud member of Pride in Diversity, Diversity Council of Australia and other leading inclusion organisations.
- We strive to embed intersectionality across all our diversity and inclusion initiatives.

1.2 Your rights at UQ: Anti-discrimination legislation

In 2013, the Sex Discrimination Act 1984 was amended to introduce new protections from discrimination on the grounds of sexual orientation, gender identity and intersex status in many areas of public life. This federal act is important for the rights of the LGBTQIA+ community and to protect LGBTQIA+ people in places where discrimination can often be faced, including in the workplace and during recruitment.

UQ has a legal responsibility not to discriminate against employees or candidates, and to take all reasonable steps to prevent discrimination against people from the LGBTQIA+ communities in these areas. More information about relevant legislation can be found in this Legal Guide on LGBTI Workplace Inclusion.

1.3 The UQ Ally Network

The UQ Ally Network is an award-winning program that provides a visible network of well-informed staff who create a safe, welcoming and inclusive space for people with diverse sexualities, sexes and genders at UQ and in the broader community.

In particular, a UQ Ally understands the reasons why:

- Many lesbian, gay, bisexual, transgender, intersex, asexual, aromantic, and queer/questioning (LGBTQIA+) people are not in positions to speak out on their own behalf, or are fearful of being harassed or discriminated against.
- It is important to have staff who are prepared to support and participate in developing a positive and inclusive environment for staff and students of diverse sexuality, sex and gender.

1 LGBTQIA+: lesbian, gay, bisexual, transgender, intersex, asexual, aromantic queer/questioning and other identities in these communities.

2 trans and gender diverse people can represent non-binary, trans men, trans women, agender, genderfluid, genderqueer, or various other genders.

1.4 Application Process at UQ

The below flowchart demonstrates a typical application process when applying for a role at UQ. Please note that this process may change depending on the role and work area.

Any accessibility requirements can be directed to recruitment@uq.edu.au.

If you ever have any concerns or questions related to LGBTQIA+ inclusion at UQ, please don't hesitate to reach out to ideals@uq.edu.au for a confidential discussion.

1. Begin application through UQ Careers
2. Provide your legal name, preferred name and contact details
3. Upload your resume/CV/cover letter/ responses to the selection criteria.
4. Indicate your right to work in Australia, notice period for your current role, salary expectations, whether you are currently employed by the University and details of two referees.
5. Select your personal pronouns (he/him, she/her, they/them or other), preferred work location and employment preferences (full-time or part-time).
6. Information such as gender identity (man/male, female/women or other), date of birth or Aboriginal and Torres Strait Islander details may be entered here and are voluntary.
7. You may be invited for an interview, either in person or remotely. If you have concerns about how you physically present yourself or what information is appropriate to discuss during your interview, your Talent Acquisition Advisor is a safe and confidential place to raise these concerns. They may be able to organise having a UQ Ally sit on the panel. You can also contact Workplace Diversity and Inclusion at ideals@uq.edu.au.
8. If you have a successful interview, your referees might be contacted. If you haven't already, please inform the referees, particularly if they may know you by a former name. Contact your Talent Acquisition Advisor if you would like to be referred to with a different name during the reference check.
9. If you are offered a position at UQ, you will then need to provide formal identification documents – including evidence of right to work at a minimum. You may also be required to provide additional background check documentation, e.g., evidence of qualifications obtained. If any of your documentation is in a different name to what we may know you as, please advise either your Talent Acquisition Advisor or Workplace Diversity and Inclusion.
10. Once you commence working at UQ and wish to change your gender or name in our system, you can do so directly through HR, who will provide you with advice on the best way to do this. Unless you wish to change your legal name, whereby you need to provide formal documentation, all UQ systems, including email, will refer to you as your preferred name.

FAQs

How do I disclose that my legal name does not match my preferred name?

If your preferred name does not match your legal name, send an email to recruitment@uq.edu.au. The talent acquisition team will notify the selection panel who will use your preferred name during interviews without requiring any justification from you. You can also use your preferred name on any documents uploaded during the recruitment process.

When during the recruitment process will I have to disclose my legal name?

To apply for a position at UQ, you must supply your legal name via the online application form. UQ needs to know your legal name for payroll and tax purposes. Your preferred name will be used in any subsequent communication and during interviews.

When during the recruitment process will I have to disclose my gender?

You do not have to disclose your gender during the recruitment process. If you choose to provide information of your gender, you can select between male or man, female or woman, or other. You can also choose to use the salutation Mx, Mr, Ms, Mrs or professional titles like Dr or Professor.

Candidates who are not Australian citizens will be required to provide a copy of their passports to verify their right to work in Australia. This document may contain information about your gender. The passport details will be linked to your staff profile and will only be visible to you and the Talent Acquisition team.

Do I need to disclose that I am LGBTQIA+?

You don't have to disclose to anyone that you are LGBTQIA+.

My qualification certifications are under a different name, is that okay?

That is not a problem. Please advise your Talent Acquisition Advisor or Workplace Diversity and Inclusion when submitting your documents.

What happens if my referee only knows me by my previous name?

If your preferred name does not match the name your referees know you by, please send an email to recruitment@uq.edu.au. The Talent Acquisition Team will notify the selection panel who will use your previous name during the referee check.

Do my staff email and staff username need to match my legal name?

No, this is not required. You can contact IT to change your display name to a preferred name.

Can I change my preferred name with UQ later?

Yes you can! You can change your preferred name at any time through your staff profile. IT services may need to assist with some changes such a username and email display name. No formal evidence is required to make these changes.

What support does UQ provide if I want to affirm my gender during my employment?

Your supervisor will work together with you to develop a Workplace Gender Affirmation Plan. The plan may be developed over multiple conversations and can address: the communication process to inform your colleagues, changing your personal details in all data systems, your affirmation timeline and if any leave is required. You may also reach out to your local Human Resource Representative or to the Workplace Diversity and Inclusion team if you feel uncomfortable speaking with your supervisor. UQ's EAP provider, PeopleSense, also offers confidential counselling for current staff.

2 LGBTQIA+ inclusion: Recruitment

2.1 Aims and objectives

In the 2022 Australian Workplace Equality Index survey, 15.38% of UQ's respondents[3] said that communication of inclusion initiatives for sexuality and gender diverse employees during the recruitment process did not meet their expectations. The aim of this recruitment guide is to help UQ hiring managers to better understand the challenges facing LGBTQIA+ applicants, specifically those who are trans or gender diverse[4].

2.2 Why do we need to reduce barriers for LGBTQIA+ applicants?

LGBTQIA+ applicants, particularly those that are trans or gender diverse, face numerous roadblocks in accessing employment opportunities. These barriers include negative perceptions formed during the recruitment process which often lead to unconscious biases, particularly for diverse groups; anxiety around application and interview processes which may require a level of self-editing, preventing people from bringing their whole selves to the interview; and difficulty in providing consistent documentation, particularly for people who have transitioned, or are in the process of transitioning their gender. On top of this, many trans and gender diverse people leave existing workplaces to undergo gender affirmation processes, meaning that they find themselves going through recruitment processes during a very complex time in their lives.

In line with our commitment to diversity and inclusion, it is important that UQ understand the importance and challenges of LGBTQIA+ inclusion specifically, and the need for sensitivity particularly for trans and gender diverse candidates.

Negative perceptions: In many ways, our society is becoming more inclusive for people of diverse backgrounds and identities. However, negative perceptions, stereotypes and discrimination still exist, and recruitment is a hotspot for this. A study in the US sent twelve students, six of them women and six of them men, to apply for jobs at 295 stores actively advertising vacancies. The applicant entered the store wearing either a hat that read "Texan and Proud" or "Gay and Proud".[5] Evidence of formal discrimination was not strongly visible in the field setting; however, interpersonal discrimination was clear. Prospective employers were more verbally negative, spent less amounts of time, and used fewer words when interacting with the "Gay and Proud" applicants than the "Texan and Proud" applicants.

Self-editing in the application and interview processes: Many LGBTQIA+ people regularly self-edit themselves, particularly in unknown situations, to prevent discrimination based on their identity. Even where a candidate is out and open about their identity in everyday life, they may be reluctant to bring this openness to a recruitment process for fear that their identity may exclude them from the role. They are likely to ask themselves the following questions: *Will I come out or not? Is it safe to come out here? Will I be discriminated against or not? Will this impact my career here or with industry peers?*

The energy spent on self-editing may detract from the candidate's capacity to properly demonstrate their ability to do the job. For example, if the candidate had been previously involved in an LGBTQIA+ community organisation, either as a volunteer or as a paid employee, they may not feel comfortable sharing this experience for fear that that will negatively impact their competitiveness for the role.

Candidates should feel safe to bring their whole selves to an interview, and while that doesn't need to include sharing aspects of their personal lives with recruiters, it may be that there are aspects connected to their LGBTQIA+ identity which are relevant to the role.

Documentation challenges: If candidates, specifically trans and gender diverse applicants, have formally or informally started a process of changing their name or gender, they may have concerns about what kind of documentation is going to be requested during recruitment and on-boarding processes. This is because some people's preferred name or gender may not match their official documentation, including qualifications, or their legal name. These unknowns may prevent candidates from even applying for roles that they are well qualified for.

3 N = 91

4 trans and gender diverse people can represent those who are non-binary, trans men, trans women, brotherboy, sistergirl, or various other genders.

5 www.psychologicalscience.org/news/minds-business/pride-and-prejudice-reducing-lgbt-discrimination-at-work.html

2.3 What are the challenges LGBTQIA+ candidates are facing in recruitment, particularly trans and gender diverse people?

- Unconscious Bias of panel members
- Discrimination or fear of discrimination.
- Lack of understanding or sensitivity towards LGBTQIA+ people.
- Complex IT systems which pose challenges for trans and gender diverse candidates who may be in the process of affirming their gender.
- Energy is expended self-editing and looking for positive cues of inclusion.
- Requests for documentation that do not reflect their affirmed identity (e.g., qualifications issued in their "dead name"[6] and legal names not matching preferred names).

2.4 Considerations when recruiting trans and gender diverse staff

- Go by the name the candidate tells you – even if legal documents may tell you otherwise.
- Use pronouns that the candidate indicated in their application. It is fine to respectfully clarify correct pronouns when you're not sure.
- Discuss policies around non-discrimination with UQ Workplace Diversity & Inclusion (WD&I).
- If you think that you have said the wrong thing, be quick to apologise and learn from your mistake.
- Don't try to make the person disclose their LGBTQIA+ identity.
- Don't make the candidate feel different to any other candidates.
- Ask your team for a second opinion if you think you might be biased.
- Familiarise yourself with UQs naming conventions and how they may impact trans and gender diverse applicants specifically.

6 Dead name: refers to a transgender person's name that they used before they transitioned. "dead naming" occurs when a person is referred to as their previous name, and is often a deeply uncomfortable, or even traumatic, experience for the person involved.

2.5 How can we reduce barriers for LGBTQIA+ candidates?

- Actively encourage Unconscious Bias training for all panellists.
- Encourage any UQ Allies on recruitment panels to wear the rainbow lanyard or pin.
- Choose an interview venue which has UQ Ally posters inside or within eyesight of all candidates.
- Familiarise and practice the correct and inclusive language/terminology.
- Seek non-judgemental support from WD&I if you are unsure of anything. Don't guess!

2.6 Anti-discrimination legislation

In 2013, the Sex Discrimination Act 1984 was amended to introduce new protections from discrimination on the grounds of sexual orientation, gender identity and intersex status in many areas of public life.

This federal act is important for the rights of the LGBTQIA+ community and to protect LGBTQIA+ people in places where discrimination can be often faced, including in the workplace and during recruitment. UQ has a legal responsibility not to discriminate against employees or candidates, and to take all reasonable steps to prevent discrimination against the LGBTQIA+ communities in these areas. Please click here for more information about relevant legislation.

If you have any further concerns, please don't hesitate to contact ideals@uq.edu.au for a discussion about how you can reduce roadblocks facing the recruitment of LGBTQIA+ candidates.

Key contacts

- Workplace Diversity and Inclusion
  ideals@uq.edu.au
- Talent Acquisition
  Recruitment@uq.edu.au
- IT Service Desk
  help@its.uq.edu.a

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