

# International Identities in the Workplace



# Who's Here

Becca Mann

Mosaic Center  
Intern for International and Foreign-Born Student Outreach



Beth Rudoy

Career Center  
Assistant Director, Internships and Employment



Michelle Massey  
International Education Services  
Assistant Director



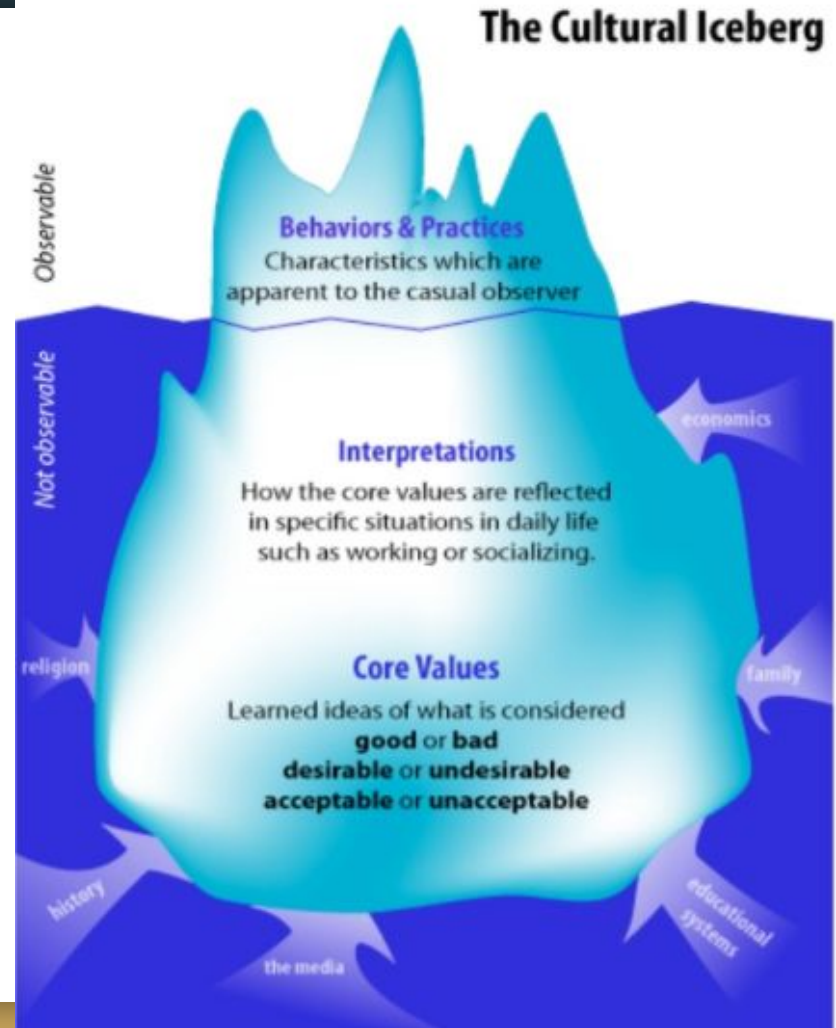
# Culture at Work

**What is it that makes you special, specifically as an international individual?**

Brainstorm with others near you:

1. What characteristics do I have as an international individual that distinguish me?
2. How are these characteristics valuable in a work setting?

While international identities bring many unique and wonderful skillsets, **cultural differences** can be a source of frustration





# **Thriving in the U.S. Workplace**

Navigating the Job Search Process

# Cultural Differences

- Resume vs. CV
- Interviewing etiquette
- Professional attire
- Professional Communication
- Evaluating Offers
- Workplace Culture

# Understanding the Application Process

SEARCH FOR POSITIONS



**TAILOR YOUR  
DOCUMENTS AND  
APPLY TO POSITIONS**



FOLLOW-UP WITH  
ORGANIZATION

PHONE/VIDEO  
INITIAL INTERVIEW



IN-PERSON  
INTERVIEW



LAND THE POSITION &  
EVALUATE/NEGOTIATE  
THE OFFER



# Definition of a Resume in the US

- A **marketing tool** used to land you an interview
- ***Tailored*** to a specific position; focuses on aspects of your background which are most relevant to your career objective
- Used for jobs in ***industry*** (non-academic/research positions)
- A ***highlight*** of your education, work and/or internship experience, activities, skills, etc.

## Definition of a CV in the US

- Job search tool outlining credentials for *academic positions*
- Targeted for *faculty* and *research* positions
- A *comprehensive record* of professional achievements, academic preparation, and qualifications in your discipline.

# The Interview Process

- ❑ **Research, Research, Research!**
  - ❑ Know what the company does
  - ❑ Know what the position requires
  - ❑ Have at least 3 questions prepared
- ❑ **Practice**
  - ❑ Behavioral interviews - STAR technique
    - ❑ S: Situation
    - ❑ T: Task
    - ❑ A: Action
    - ❑ R: Result
  - ❑ Have examples prepared that can speak to your skills, abilities, and accomplishments
- ❑ **Considerations for Phone & Skype Interviews**

# Professional Dress



# Hygiene & Non-verbals

- What you don't say goes a long way too!



# Professional Post-Interview Thank-You Email Example

Dear Ms. Smith,

Thank you very much for the opportunity to interview for the Data Analyst position at your company. I enjoyed learning more about your organization and the structure of the IT Division. Our conversation strengthened my interest in the position, and I feel I would be a great contributor to your team.

I look forward to hearing from you soon. If you have any additional questions, please feel free to contact me via email or by phone at 410-455-1000.

Sincerely,

Terry Techy

# Professional Follow-up

- ❑ After meeting someone at a Career Fair/Networking event send a professional email and/or connect on LinkedIn
- ❑ 3 weeks after applying to a job to check on where the organization is in their hiring process
- ❑ General email communication: Allow 3 business days for an email response to your request

“I have been waiting for a response for 3 days. Do the needful.”

“I am checking in about my previous email sent on January 28. Given my tight timeline, could you please respond as soon as possible? Thank you very much for your time. I really appreciate it”



# Professional Career Fair Follow-up Email

Dear Mr. Fields,

Thank you for taking the time to speak with me about opportunities at your company at UMBC's Career Fair yesterday. I really enjoyed our conversation and have completed the online application for the Software Developer position we discussed.

I look forward to hearing from you and your team soon about the next steps in the application process.

Sincerely,

Software Shantanu

# Evaluating Offers

**Don't accept an offer immediately! Take your time to find the best fit and ask questions.**

# Research!

- ❑ Know **yourself** and the **company**
- ❑ Know your needs, goals, and values
  - ❑ Sponsorship, financial needs, family considerations, professional development
- ❑ Know your industry - do benchmarking research for salary information

# Evaluating the FULL Offer

- ❑ Company - mission, culture, structure
- ❑ Position - duties, responsibilities, hours, supervisor
- ❑ Location - moving and cost of living
- ❑ Benefits - Health, Dental, Vision, Retirement, Vacation

**Remember, it is OK to ask for more time! 1-2 weeks.**

***Come talk to a Career Center staff member if you have questions and are unsure!***

# Declining an Offer

- ❑ If you decide to decline:
  - ❑ Do so promptly, politely and in writing
  - ❑ Thank the employer for considering you; you never know when they may turn up again in your network!

# Keeping Your Commitment

- ❑ Once you accept an offer, you are under committed to that organization and should **immediately withdraw** any pending applications with other organizations
  - ❑ This means no more interviewing
  - ❑ Applies even if your start date is not for several months

It is **not acceptable** to leave one position after only a few weeks or back out of a previously accepted offer because you received another offer elsewhere

# **Congratulations! You've Made It!**

## **How about Office Culture now?**

- Respect: men and women treated as equals
- Team projects
- Ask questions
- Responsibility
- Email communication
- Work-life balance

# Workplace Discrimination

How were people with different identities treated in your home country?

What is workplace discrimination?

“When an employee or job applicant is treated unfavorably because of his or her race, national origin, gender, disability, religion, or age.”

**When it happens:** during application process, interview, at workplace, during workday



# What Does it Look Like?

Any unwelcoming behavior or actions based on

- Denying certain employees compensation or benefits
- Discriminating when assigning leave (maternity or family)
- Denying or disrupting the use of company facilities
- Discrimination when issuing promotions or layoffs

**Xenophobia:** “fear or hatred of foreigners, people from different cultures, or strangers”

# Scenario

Medhat is an employee who is Muslim and of Egyptian national origin. One day he came into the break room to see a coworker had drawn a camel on the whiteboard with Medhat's name on it. Later that week, Medhat was asked if he studied Chemistry and Physics so he could learn how to build bombs. Other incidents include that he was told he couldn't take off for Ramadan.

# Next Steps- What to do if you have experienced discrimination

- It is illegal to discriminate based on race, religion, gender, or national origin when hiring or in the workplace
- Title VII of the Civil Rights Act of 1964 makes it unlawful to discriminate in hiring, discharge, promotion, referral, and other areas of employment on the basis of color, race, religion, sex, or national origin. This is enforced by the Equal Employment Opportunity Commission (EEOC)
- Title IX and gender discrimination

## **Next Steps- What to do if you have experienced discrimination**

- Explore options within your organization's Human Resources (HR) department first
  - Part of their job is to assist with employee complaints
- If this is not sufficient, file with EEOC (Equal Employment Opportunity Commission)

# Questions?

## Becca Mann

Mosaic Center  
Intern for International and Foreign-Born Student Outreach  
mosaic@umbc.edu



## Beth Rudoy

Career Center  
Assistant Director, Internships and Employment  
bethrudoy@umbc.edu



Michelle Massey  
International Education Services  
Assistant Director  
ies@umbc.edu

