

Diversity and Equity Career Resources

Calbright Career Services is committed to supporting our diverse student and alumni population with all aspects of their career planning and development process. We encourage you to explore our sampling of diversity and equity career resources for specific populations and affinity groups. If you know of other helpful diversity and equity career resources, please contact us at careerservices@calbright.org to suggest an addition.

Diversity Organization

- [Diversity Inc. Career Center](#) is a website that features career advice and job listings, from the publishers of Diversity Inc.
- [IMDiversity](#) is a one-stop career and self-development site with a job board that aims to serve the cultural and career-related needs of underrepresented groups.
- [INSIGHT Into Diversity](#) is the oldest and largest diversity magazine and website that connects potential employees with organizations choosing to embrace a workforce more reflective of our local and national communities.
- [Diversity.com](#) features job postings from diversity employers across a wide variety of industries.
- [Equal Opportunity Publications](#) is an online career center that has thousands of job listings, in all areas of work and their website also lists Career Expos for diverse groups, women, and people with disabilities.



TIP! Check out upcoming [Career Fairs in California listed on the Diversity Career Group](#) website for a list of virtual and live career and job fairs, recruiting and hiring events.

Asian American and Pacific Islander American Organizations

- [Asian Career Network](#) is a leading career and recruiting website for Asian Americans.
- [National Association of Asian American Professionals](#) is the premier leadership organization for Asian and Asian American professionals in North America, with 30 chapters and several thousand active members.
- [IM Diversity Asian American Resources](#) - provides the latest news and trends for Asian Americans in the workforce and in college.

- [National Council of Asian Pacific Americans](#) is a coalition of national Asian American, Native Hawaiian and Pacific Islander organizations with career sites of their own.

Black and African American Organizations

- [The Black Collegian](#) is a career and self-development website targeted to African American students and other students of color seeking information on careers and job opportunities, including a job search database.
- [National Urban League Job Network](#) is dedicated to helping diverse students find employment opportunities.
- [Blacks in Technology](#) is the largest community organization focused on Black people in the technology industry.
- [Information Technology Senior Management Forum \(ITSMF\)](#) the premier national organization dedicated exclusively to cultivating executive talent among Black technology professionals.
- [Black Career Women's Network](#) is a national career development organization dedicated to fostering the professional growth of black women.
- [The Black Perspective Online](#) spread awareness of issues and opportunities concerning the African-American community and by connecting them with employers who foster affirmative action and equal opportunity.

Chicanx and Latinx Organizations

- [iHispano.com](#) is a leading career and recruiting website for Hispanic and bilingual job seekers.
- [Hispanic Alliance for Career Enhancement \(HACE\)](#) is a national nonprofit dedicated to the employment, development, and advancement of current and aspiring Latino professionals.
- [Association of Latino Professionals For America \(ALPFA\)](#) mission is to empower and develop Latino men and women as leaders of character for the nation, in every sector of the economy.
- [United Latino Job Bank](#) is hosted by LULAC and seeks to help individuals find jobs in corporations, the federal government, and with non-profit partners.



TIP! Check out the [latinXfactor: How to Slay at the Career Fair](#) hosted by Society of Hispanic Professional Engineers, the largest association in the nation for Hispanics in STEM.

Formerly Incarcerated Organizations

- [Second Chance Re-entry: Resources for Career Support](#) provides tools and guides for the job search process.

- [Roadmap to Reentry: A California Legal Guide](#) includes a chapter to help prepare you to reenter the workforce and will guide you throughout the job application process.
- [2nd Chances 4 Felons](#) is a website that provides links to staffing agencies and companies that hire felons.
- [Career Planning for People with a Criminal Conviction](#) provides information on assessing yourself, exploring careers, creating a plan & setting goals, expanding skills, finding a job, and managing a career.
- [Jobs for Felons](#) is a website that provides information on industries that offer felon friendly careers.
- [National Reentry Resource Center](#) is the nation's primary source of information and guidance in reentry
- [Job Search Guide for People with Convictions](#) is an Indeed article about how to help people navigate their career challenges with tools and techniques.
- [Restoration Rights Project](#) is a project that provides a 50-state comparison of criminal record in employment and licensing with links to analysis and legal citations



TIP! *Check out these resources for disclosing your status on resumes, applications, or interviews*

- [Prison Fellowship Resume Guide: How to write a resume with a criminal record](#)
- [Successful Release: Writing your resume with a felony conviction](#)
- [CHRON Article: How to explain prison absence on a resume](#)
- [Presenting your Best Self in Interviews](#)
- [How to Prepare for my Employer's Questions about my Criminal Record](#)

Indigenous and Native American Organizations

- [American Indian Science and Engineering Society \(AISES\)](#) is a national nonprofit organization dedicated to increasing representation of American Indians, Alaska Natives, Native Hawaiians, Pacific Islanders, First Nations, and other indigenous peoples of North America in STEM studies and careers.
- [NativeAmericanJobs.com](#) Created by an Assiniboine Sioux Tribal Member (and his wife) from Montana as an answer to frustrations of trying to find job and career opportunities for Native Americans and others.
- [Native Hire](#) is a tribal employment database.

- [IM Diversity Native American Resources](#) provides news and trends for Native Americans in the workforce and in college.



TIP! Check out [USA Jobs](#) website about unique hiring paths for Native Americans.

LGBTQIA+ Organizations

- [Lesbians Who Tech](#) is open to the LGBTQ+ community and its 50,000 members include women as well as nonbinary, trans, and gender nonconforming individuals.
- [LGBTQ Tech](#) offers programs and resources to support LGBTQ+ communities and works to “educate organizations and policy makers on the unique needs LGBTQ+ individuals face when it comes to tech.”
- [Trans*H4ck](#) was launched as a “response to the growing social and economic barriers that plague the trans community,” including an unemployment rate that is twice the national average, an average annual income of less than \$10,000 per year, higher rates of homelessness, and discrimination with health care, level services, and housing.
- [LGBT Connect](#) is a division of WorkplaceDiversity.com, this website provides a job bank LGBTQ job seekers.

Students with Disabilities

- [California Department of Rehabilitation](#) is an employment/independent living resource for people with disabilities.
- [JobAccess and ABILITYJobs](#) is a career website dedicated to employment of people with disabilities.
- [Getting Hired](#) is dedicated to building inclusive workforces for people with disabilities which includes an online community to help you make connections and other career related resources.
- [AbilityLinks.org](#) provides information for job seekers including a job board, mentoring possibilities, employer information, news, events and more.
- [Velvet Jobs](#) provides an overview and guide with additional resources for job seekers with disabilities.
- [Job Accommodation Network \(JAN\)](#) is a leading source of free, expert, and confidential guidance on workplace accommodations and disability employment issues.
- [We Connect Now](#) is dedicated to uniting people interested in rights and issues affecting people with disabilities, with particular emphasis on college students and access to higher education and employment issues.

Veterans

- [US Department of Veterans Affairs](#) provides support for veterans in all stages of the job search (vocational rehabilitation and education benefits, resources for military/veteran family members and much more).
- [Hire Heroes USA](#) empowers U.S. military members, veterans and military spouses to succeed in the civilian workforce by offering supportive employment assistance such as revised resume and job board.
- [Veteran's Guide to Cyber Security Career](#) Military veterans in private-sector cybersecurity jobs.
- [Hire Veterans.com](#) is operated by Veterans Today and offers veteran friendly employers access to our vast network of veteran resumes and job postings.
- [Vetjobs.com](#) provides job placement and career development services for military spouses and family members.



TIP! Check out the article [Guide to Job Search for Veterans and Transitioning Military!](#)

Womxn Organizations

- [WomensJobList.com](#) matches job seekers with diversity minded employers.
- [Career and Job Resources for Women and Minorities](#) is a resource for women job hunters with links and information to a great number of organizations relevant to female job seekers.
- [Wonder Women Tech](#) mission is to highlight, celebrate, educate and amplify women, BIPOC and underrepresented groups in high-tech fields while offering programs, conferences, workshops, career fairs and an online community.
- [Women for Hire](#) is a leading women and diversity career recruitment specialist offering signature career fairs, an exceptional professional online network, speeches and seminars, and an online job board.
- [Women in Technology International \(WITI\)](#) is a leading global professional organization for women in tech that offer a variety of virtual events, including networking events and webinars.

Industry and Job Search Resources

Customer Relationship Management Platform Administration

Common Job Titles

- Salesforce Administrator
- Salesforce Cloud Admin Consultant
- Business Systems Administrator Salesforce
- SFDC Admin
- Business Analyst
- CRM Admin
- Salesforce Admin/Configurator
- Sales Cloud Consultant
- Salesforce Consultant
- Salesforce Analyst
- Salesforce Developer
- Customer Success Salesforce Administrator

Professional Organizations / Networking Opportunities

- [Salesforce Trailblazer Community](#) is aimed at teaching relevant skills, connecting Trailblazers, and giving back.
- [Trailblazer Community Groups](#) is a Trailblazer group that meet/collaborate based on location, role, or interests.
- [Salesforce Ben](#) exists for Salesforce professionals to read, learn, and grow about the Salesforce ecosystem.
- [Salesforce For Everyone](#) is a Youtube channel focused on leveling up your Salesforce career.
- [Salesforce Subreddit](#) is a forum rooted in discussing and building things on the Salesforce platform.
- [Salesforce Discord](#) is a small but active online community of Salesforce professionals.
- [Salesforce Developers/Contractors LinkedIn Group](#) is a group that promotes knowledge sharing, job opportunities, information and community collaboration among Salesforce developers worldwide.



TIP! Find and attend [Find Free Events and Webinars on LinkedIn](#) for Salesforce, Cybersecurity, etc.

Top Industries/Employers

- Retail
- eCommerce
- Healthcare
- Real Estate
- Financial Services
- Hotel

Interviewing

What interview questions are unique to this industry?

- What is Salesforce CRM?
- What is a custom object in Salesforce?
- What is Self-Relationship?
- What is Object Relationship Overview?
- What can cause data loss in Salesforce?
- What are some tips for answering technical questions during an interview?



TIP! Check out the article [50 Most Popular Salesforce Interview Questions & Answers!](#)

Publications

- [How To Improve Your LinkedIn Profile](#) - article with details on how to build a strong LinkedIn profile
- [15 Resumes Reviewed](#) - includes Salesforce resumes with feedback from David Liu, Salesforce Tech at Google
- [How to Land an Entry Level Salesforce Job](#) - tried and tested methods to land your first Salesforce job
- [Trailblazer Mentorship: Supercharge Your Salesforce Career!](#) - get support, coaching and make connections

Medical Coding for Professional Services

Common Job Titles

- Reception for healthcare provider
- Medical Coder
- Medical Biller
- Data Entry

Professional Organizations / Networking Opportunities

- [American Academy of Professional Coders \(AAPC\)](#) is the world's largest training and credentialing organization for medical coding, billing, auditing, compliance, etc.
- [American Health Information Management Association \(AHIMA\)](#) is the leading voice and authority in health information, working at the intersection of healthcare, technology, and business
- [Healthcare Billing & Management Association \(HBMA\)](#) is a major voice in the revenue cycle management industry with membership including billing companies with 1,000+ employees submitting millions of claims
- [Medical Association of Billers \(MAB\)](#) is a membership organization that provides health care billing training and education, CEUs, and the Certified Medical Billing Specialist (CMBS) exam.
- [Entry Level Medical Coders Facebook Group](#) - get help to navigate your medical coding journey
- [The Medical Billing and Coding Facebook Group](#) - open to anyone interested in Medical Billing or Coding
- [Medical Billing & Coding Forum LinkedIn Group](#) - platform for medical billers & coders to network
- [Remote Medical Coding Professionals](#) - open networking group for new and experienced medical billing and coding professionals with the following titles: RHIT, RHIA, CCS, CPC, AHIMA and AAPC members

Top Employers / Industries

- Guidehouse
- Humana
- UnitedHealth Group
- Hospital Corporation of America
- Evolent Health
- Rotech Healthcare
- Baymark Health Services
- Siemens
- Conifer Health Solutions
- Change Healthcare

Interviewing

Industry Specific Interview Questions

- Tell me about the time you successfully protected confidential or sensitive information?
- Have you ever had to communicate with a difficult client or colleague?
- As a medical coder, what do you think are your best assets?

What are some tips for answering technical questions during an interview?

- Study guidelines and understand how to sequence and access the coding guidelines
- If it is with a specialist, understand the body system and coding guidelines for that body system



TIP! Check out the [AAPC Job Seeker](#) page to search their job database and network with professionals.

Publication

- [Write an Entry-Level Medical Billing and Coding Resume](#) - includes sample and template resumes
- [8 Tips to Get Your First Medical Billing and Coding Job](#) - how to set yourself apart and get a billing/coding job
- [Top 25 Medical Billing and Coding Blogs](#) - collection of blogs collectively provides news/ updates, tips, opinions/ reflection, resources, reviews and more about medical coding and billing

Introduction to Information Technology Support (A+)

Common Job Titles

- HelpDesk Technician
- Desktop Support Technician
- Field Service Technician
- Technical Support Specialist
- Junior IT Auditor/Penetration Specialist
- Security Consultant
- Security Specialist
- Security Administrator

Professional Organizations and Networking Opportunities

- [Association for Computing Machinery \(ACM\)](#) is a global community of computing professionals and students.
- [Association of Independent Information Professionals \(AIIP\)](#) is an association for independent IT professionals.
- [Computing Technology Industry Association \(CompTIA\)](#) is considered one of the IT industry's top trade associations and issues professional certifications for the information technology industry.
- [Help Desk Chapters \(HDC\)](#) is a group for technical support professionals to connect, share and collaborate.
- [IEEE Computer Society](#) is the world's leading organization dedicated to computer science and technology.
- [Information Systems Audit and Control Association](#) is a global association of IT and cybersecurity professionals.
- [IT Specialist Network LinkedIn Group](#) is LinkedIn's largest tech group focusing on information technology.
- [Information Technology Specialist Network LinkedIn Group](#) is for IT professionals that wish to discuss issues, topics or general information on technology worldwide.

Top Industries/Employers

- Home Depot Incorporated
- Wells Fargo
- KPMG
- Mattress Firm
- Deloitte
- USAA

Interviewing

What interview questions are unique to this industry?

- What made you get into IT Support?
- What experience do you have in the IT field?.
- What makes you qualified for this job?
- What is your troubleshooting process?
- Describe a time when you went above and beyond to help a customer.
- How do you stay up to date on emerging technology and current events in cybersecurity?
- What is OWASP top 10 list? What are Web Applications?

What are some tips for answering technical questions during an interview?

- Practice working on your own desktop
- Learn where key components are (remove cover)
- Talk through problems; often, it's ok if you don't know the answer
- Guide the interviewer through your thought process
- Know the OSI model and basic networking and study the OWASP top 10 list

Publications

- [39 Help Desk Interview Questions](#) - with sample answers addressing technical and customer service questions.
- [A Guide to Landing 8 of the Best Entry-Level IT Jobs](#) - includes requirements and tips on how to land the job.
- [I.T. Career Questions Youtube Channel](#) - answer questions about the information technology career field.

Introduction to Cybersecurity (Security+)

Common Job Titles

- Entry Level Cyber Security Engineer
- Junior Cyber Security Associate
- Cyber Security Apprentice
- Information Security Analyst
- Cyber Security Analyst
- Network Security Analyst
- Cyber Security Consultant
- Penetration Tester
- Data Security Analyst
- Cryptographer
- White Hat Hacker
- AWS Cloud Architect

Professional Organizations and Networking Opportunities

- [International Information Systems Security Certification Consortium \(ISC\)2](#) is a non-profit organization which specializes in training and certifications for cybersecurity professionals.
- [Information Systems Audit and Control Association \(ISACA\)](#) is a global professional organization for information governance, control, security and audit professionals. The standards set by ISACA are followed worldwide.

- [Forum of Incident Response and Security Teams \(FIRST\)](#) is a forum that allows information security incident response teams to share their experiences, tips, and information.
- [Information Systems Security Association \(ISSA\)](#) focuses on providing networking and professional growth for cybersecurity professionals. ISSA also hosts conferences, organizes local chapters and has a monthly journal.
- [Cloud Computing, Cybersecurity, SaaS, Data Centre & Virtualization LinkedIn Group](#) - is a professional networking group aimed to share ideas and discuss industry related topics.
- [Global Cybersecurity Forum LinkedIn Group](#) is a cyber security professional community of over 30000 domain experts from across the world, who connect and collaborate on pressing issues and challenges in cybersecurity.

Top Industries/Employers

- Financial Services
- Government and Military
- Healthcare
- Education
- Manufacturing
- Online Retail
- Energy and Utilities
- Small Businesses

Interviewing

What interview questions are unique to this industry?

- How do you stay up to date on emerging technology and current events in cybersecurity?
- What is the difference between Vulnerability Assessment and Penetration Testing?
- What are the response codes that can be received from a Web Application?
- What are the steps to set up a firewall or take to a secure server?

What are some tips for answering technical questions during an interview?

- What is the OSI model and basic networking?
- List and describe once concept from the OWASP top 10 list.

Publications

- [Guide to Cybersecurity Jobs](#) - comprehensive guide about the cyber security job market.
- [3 Popular Cyber Security Jobs and How to Get One](#) - cyber security job search tips with CompTIA and I.T. Careers

Data Analysis -Coming Soon

Common Job Titles

Administrative Assistant
Office Assistant
Reporting Analyst
Data Analyst

Information Clerk
Front Desk Receptionist
Database Specialist

Top Technical Skills

- Structured data so learners understand the web and how it generates volumes of information
- The basics of spreadsheets and how they help organize data
- How to apply structured data within an organizational context
- Data retrieval using Structured Query Language (SQL) in order to manipulate and manage data
- How to prepare databases to apply relational operations using SQL