

Best Practices for Collecting Names, Gender and Pronouns

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WHY?

Collecting Names

- Prefix
 - Offer Mx (gender neutral) and blank as options
 - Make field not required
 - Simple text box instead of picklist
- Name
 - If you truly need legal name, provide option for the name they actually go by day to day
 - Do not use “Preferred Name” as it is considered offensive

First Name	Last Name
<input type="text"/>	<input type="text"/>
Click here to name this section	
<input checked="" type="checkbox"/> I go by another name	
First Name	Last Name
<input type="text"/>	<input type="text"/>

Collecting Gender vs Pronouns

- WHY ARE YOU COLLECTING THIS DATA?
- Pronouns may actually be more useful data to collect than gender
- Always give a *Decline to Answer / Prefer Not To Say* option
- Provide a *Self Describe* option – avoid “Other” as an option
 - Female
 - Male
 - _____(Self Describe)
 - Prefer not to say
 - He/Him
 - She/Her
 - They/Them
 - _____(Self Describe)
 - Prefer not to say

Using What You Have Collected

Externally

- Use name they use, not legal name, on anything publicly facing
- Don't assume gender aligns with pronouns
- Refer to your data before using any prefix, gender, or pronouns

Internally

- Do not use legal name on staff rosters
- Get new employee feedback before creating usernames/accounts
- Encourage use of pronouns in roster, email footers, etc.