

TIPS FOR THE FIELD PLACEMENT INTERVIEW PROCESS

GUIDELINES

Overall:

- Please review the Field Education Manual for a thorough understanding of your internship requirements
- Stay in regular and consistent contact with your assigned Field Staff

When you receive a potential field placement assignment:

- Contact the site **within two business days** to schedule an interview
 - ✓ Use your WSU email address and a voicemail that can accommodate professional communication
- Notify your assigned Field Staff as soon as possible of the date and time of interview

Prior to Interview:

- Become familiar and knowledgeable about the agency/organization
 - ✓ Review the website and learn about the programs offered and populations served
 - ✓ Make sure you have directions to the interview location
 - ✓ Discuss with your Field Staff any additional information that may be helpful regarding the agency
- Think about what questions you want to ask:
 - ✓ E.g. - previous intern responsibilities & experiences; supervision process and style; dress code; ask questions that demonstrate your interest in the agency – what do you like about the work you do?
- Prepare for questions that may be asked of you:
 - ✓ E.g. - why do you want to be a social worker; why are you interested in that particular site; what are your professional goals; how will you balance your internship requirements with other obligations in your life; what are your skills or experiences you bring to field (balance this answer with an appreciation for the educational and learning process – a student, a learner)
- Prepare to discuss availability and scheduling:
 - ✓ Availability and scheduling should be a collaborative conversation and discussion
 - ✓ This should mirror the conversation you would have had with your Field Staff prior to assignment

Day of Interview:

- Allow plenty of time to arrive at the interview early
- Dress in professional attire
- Bring a copy of your resume
- Review the information you've obtained about the organization, questions to ask, & questions to answer
 - ✓ Bring a notebook with you that has the questions you want to ask in it. This way, if you forget in the moment, you can take a quick glance at your notebook
 - ✓ This also gives you space to take notes throughout the interview
- Remember to turn your cell phone off before going into the interview
- Demonstrate that you are genuinely interested during the interview process (engaged, enthusiastic, etc.)

Post Interview:

- Contact your assigned Field Staff **within two business days** to discuss how the interview went *before* having further communication with the interviewer or organization, beyond the thank you described below
- Follow up with the interviewer by sending a brief note or email thanking him/her/them for taking the time to meet with you
- Collaboration with your Field Staff regarding appropriate next steps, depending on interview outcome

For Additional Information, Contact:

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