Tips For The Field Placement Interview Process

✓ Read the WSU Field Education Manual to be sure you understand what is required for your internship.
✓ Stay in contact with your assigned staff from the Field Education Department (for example, respond to emails or phone calls promptly, notify the Field Staff of any changes in your circumstances or contact info)

✓ **When you’ve received a potential field placement assignment:**
  - Contact the site *within two business days* to schedule an interview (using either your WSU email address or a phone number that can accommodate professional communication)
  - Notify your assigned Field Staff of the date/time of the interview
  - Educate yourself about the organization
    - Review the website
    - Learn about the programs offered and populations served
    - Make sure you have directions to the interview location
    - Talk to your Field Staff for any additional information about the organization
  - Think about what questions you want to ask (for example, previous intern responsibilities & experiences, supervision process, what kind of attire is expected, ask questions that demonstrate your interest in the organization)
  - Prepare for questions that may be asked of you (for example, why do you want to be a social worker, why are you interested in this field site, what are your professional goals, what is your availability – be sure to present yourself as collaborative, not rigid, regarding availability, how will you balance your internship requirements with other obligations in your life)

  - **On the Day of the Interview**
    - Allow yourself plenty of time to arrive at the interview a few minutes early
    - Dress in professional attire
    - Bring a copy of your resume
    - Review the information you’ve obtained about the organization, questions you want to ask, and what you need to be prepared to answer
    - Remember to turn your cell phone off before going into the interview
    - Demonstrate that you are genuinely interested during the interview process (be enthusiastic, engaged, ask thoughtful questions, etc.)

  - **After the Interview**
    - Contact your assigned Field Staff *within two business days* to discuss how the interview went before having any further contact with the interviewer or organization
    - Follow up with the interviewer by sending either a brief note or email thanking him/her for taking the time to meet with you
    - Your Field Staff will work with you about next steps depending on the results of the interview process.