UNIVERSITY OF OKLAHOMA SCHOOL OF SOCIAL WORK

FIELD EDUCATION PROGRAM

RECOMMENDATIONS FOR PRE-PLACEMENT INTERVIEWS

INTERVIEW PREPARATION

Call and schedule interview
Ask for directions and parking arrangements

Complete your own self-assessment; describe traits and skills that are strengths for you. Think about experiences where you used these strengths.

Do some research on the agency to learn such things as:

- The size of the agency
- Its organizational auspices; is it public or private?
- Funding sources
- The array of services offered and the clientele served
- Recent news

Allow sufficient time for travel; try to be 10-15 minutes early and **DON'T BE LATE!**

Take the name of the person and whom you will interview and the phone number with you in case you get delayed.

Take your resume and a copy of your application

Dress appropriately

QUESTIONS TO ASK IN YOUR INTERVIEW

- **What will I do as an Internship student in this setting?**
- **Will I have a desk? Where? Phone and/or computer access?**
- **What are the expected hours and days for an Internship student?**
- **To whom will I report?**
- **Is there a dress code or other rules about dress? Is what I am wearing appropriate?**
- **Where do students park? Is there a fee for parking? Can I buy a parking pass?**
- **Are there additional requirements that I will need to meet before beginning my placement? If so, what is the process for meeting them?**
- **Will I be required to transport clients or travel as a part of my placement? If so, will I be able to get travel reimbursement?**

QUESTIONS YOU MAY BE ASKED

- What led you to social work?
- Why do you think you are suited to intern in this agency?
- How would you describe yourself?
- What specific talents to you have?
- What skills would you bring to the agency?
- What weaknesses do you have and how might they present problems for you in this agency?
- What problems do you think will be most difficult for you to deal with in this agency?
- What do you plan to be doing five or ten years from now?
- Why should we consider you for an internship?

HOW TO MAKE A GOOD IMPRESSION

- Dress appropriately
- Arrive 10-15 minutes early
- Greet your interviewer warmly, make eye contact, extend your hand
- Be observant; look around the room and make note of anything of particular interest and be able to use that as a conversation topic.
- Show enthusiasm for the setting and the profession.
- Discuss any personal issues that might be a problem for you in Internship
- Show congruence between your verbal statements and your non-verbal behavior
- Drop your interview a thank-you note by mail or e-mail
- Get back to interviewer to either confirm your spot or to report that you have accepted another internship.