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 do 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.