

Student Interview/Confirmation Meeting Tips for Preparation

1. Advance preparation for the meeting (org/FI):

- a. Research the agency/organization on the web
- b. Look at recent news items that might involve or affect the agency/organization
- c. Google your Field Instructor to see if you can learn anything that might be useful to know
- d. Know if your Field Instructor is an alum of the UVM Social Work Department
- e. Talk to other students who are doing their internship there currently

2. Advance preparation for the meeting (self):

- a. Have some self-awareness about your interview behavior challenges and practice to keep those in check. (i.e., fidgeting, eye contact, “um...um...um...”)
- b. Think about what you will wear to show seriousness and professionalism
- c. Think about how much of your personal life you will share—especially with regard to issues that may overlap with the content of the work done by the agency or program (for example, mental health diagnosis, substance use, child abuse, suicidal history, etc.)
- d. If you have a criminal record and the agency requires a Criminal Background Check, know how you will talk about his during this meeting
 - i. Feel free to ask your SWSS 163 instructor and/or the Field Education Coordinator for some help with this
- e. Prepare thoughtful questions to ask in the interview
- f. Prepare answers to the following questions (assume you will be asked one or more):
 - i. What interests you about social work?
 - ii. What interests you about doing your field placement here in this particular agency/organization?
 - iii. What do you have to offer?

- iv. What might be challenging for you?
- g. Get a good night's sleep the night before

3. The meeting

- a. Confirm the date and time
- b. Turn your cell phone off before you walk into the building (or open Team/Zoom/etc.)
- c. If the meeting is in person:
 - i. Check out the location in advance—directions, parking, etc.
 - ii. Plan to arrive 10 minutes early
- d. Resume
 - i. If in person, bring two copies of your resume (one for you, one for your FI)
 - ii. If remote, email a copy to your FI the night before
 - iii. Review your resume before the meeting to remind yourself what it says (and doesn't say) so you know what to fill in or explain or highlight

Possible answers to the question: “What interests you about doing your field placement here specifically with our clients/patients/participants/service users/etc.?”

- I want to be helpful and contribute to the world
- You can only learn so much in the classroom
- I have a great deal of curiosity about the work and who I am in this work
- I know I have a lot to learn from the people I'll be working with
- I know and am eager to learn from my professional colleagues
- I want to know how agencies work, programs get started, funded, etc.
- I want to develop and deepen my social work skills
- I've had other experiences in this field and it has encouraged me to want to do more
- I've had some personal experiences that have drawn me to this work