The interview process is the first step in creating a strong impression with a proposed placement site. It is important that you are prepared and that you have the information you need to make an informed decision about working at the agency the following year, keeping in mind that the agency will also be making a determination if it is a good fit. Below are some guidelines and tips to ensure that the process is a successful one.

### Prior to Interview Day

- Know directions to the agency, parking information and any information about how to get into the building/facility.
- Contact references and let them know you are applying for internships.
- Research the agency and programs to have an understanding of the agency mission, populations served, and programs/services.
- Understand what skills and knowledge you wish to gain from the field placement.
- Prepare for common interview questions and line up a few questions for the interviewer.
- Confirm appointment via e-mail or phone the day before.
- Get some tips from The Center for Career Development. [https://ccdondemand.uconn.edu/interviewing/](https://ccdondemand.uconn.edu/interviewing/)

### On Interview Day

- Wear professional attire.
- Plan ahead for possible traffic and plan to arrive 5 minutes early.
- If something comes up, call to cancel or reschedule as far in advance as possible.
- Get a business card or contact information of the person you meet with.
- Bring an additional copy of resume and references.
- Show interest in the agency and in the process.
- Select a few questions for the end of the interview.

### Sample questions & things to explore

Below are some questions that you should think about prior to the interview day. Some may be covered during the orientation or overview of the agency or you can research prior to the interview day. It is appropriate to ask two or three questions as needed at the end of the interview.

- What kinds of assignments have interns had in the past?
- How soon can you give assignments to an intern? (If at all possible, interns should be given assignments within the first few weeks of placement)
• Does the agency provide formal orientation and training for students? If so, what kind and when? (these hours spent in orientation count as field hours).
• What can I do before field starts to prepare me for the field placement and ensure my success?
• First year IGFP students (except for those with BSW exemptions) need assignments in IGFP but also need to spend a few hours/week (at least during the first semester) in non-direct service, such as working on a project, grant, community outreach, etc.
• First year students Can you give an intern both micro and macro assignments?
• Do you prefer if an intern is here 15 or 20 hours/week? (20 hour/week students end field in April; 15 hour/week students end in June)
• Are there particular days & times that would be best for a student to be here? (for meetings, case conferences etc.)
• Can I change my schedule in the spring semester if needed?
• Do you require background checks? If yes, what does that process look like?
  o Follow up if needed: Is there a cost to me, and if so, how much?
• Are there other expenses associated with this field placement?
• Will I be asked to transport clients or community members?
  o Follow up if needed: Would I be required to use a personal car? (If so, the School prefers that you do not use your own vehicle and if asked to travel during work hours that expenses be covered)
  o Follow up if needed: Would I be covered under the agency’s insurance for the vehicle?
• Does this program practice physical restraints? What are your policies and procedures concerning student involvement in these restraints? (The School prefers that students not directly engage in restraints, although it’s best if students are trained/prepared for them as involvement is sometimes unavoidable).
• When will you make a decision about placements for next year?

After the Interview

• Write a thank you note or e-mail to the person you interviewed with and anyone else that was part of the interview process.
• Follow up with the field education office as to how the interview went and if you are interested in being placed there if accepted. Let us know if there are concerns about the site or if you need additional information.