

## **II: THE PLACEMENT PROCESS:** **COMMUNICATION AND INTERVIEWING**

- Overview: On January 5th, updated resumes will start to be sent to respective agencies on a rolling basis. Your Field Faculty member will advise you when your resume has been sent via email. We send your resume out to one agency at a time. If interested, the agency will contact you for an interview.
- Ongoing communication occurs between student, Field Faculty member and the agency. Please return calls and emails from the Field Faculty member and agencies within one business day as this is a competitive process. Ensure that your voicemail is not full and that your greeting is professional. Students have been passed over by internship sites because they have not responded in a timely manner. Once an interview is scheduled, immediately notify your respective Field Faculty member with your interview date, time and interviewer name at agency. *If you are applying to an Independent Application Agency, you must still inform your Field Faculty member.*
- Some agencies may be ready for interviews right away, and most will conduct interviews by March. It is acceptable to try to negotiate a time to meet, but you may have to be flexible. Students may need to miss a class or take time off from their placement to interview. In either case, you should discuss this with the appropriate persons.
- Be sure to discuss hours and schedule expectations in the interview. There should be no surprises when you start placement.
- After your interview, email your Field Faculty member and let them know how the interview went, your impressions and level of interest in the setting. It is important to do this on the same day.
- Immediately after the interview, send a thank you email to the person who interviewed you.
- **If you are offered an internship, you must let the agency know of your decision as soon as possible.** This may be difficult if you have interviewed at more than one IAA agency.
- If you have reservations about pursuing an opportunity, please contact your Field Faculty member you are working with **before** you contact the agency directly.
- Your Field Faculty member will confirm the placement with you as soon as the agency notifies us. The agency may contact the student first to let them know of their decision to accept or not accept. If this is the case, please be in touch with the Field Faculty member you are working with.

**Students will be informed of their placements at varying times, generally between January and March. This has to do with the agency timelines, and is something Simmons has little or no control over. Some of our most sought after agencies operate on a later timeline.**