II: THE PLACEMENT PROCESS:
COMMUNICATION AND INTERVIEWING

- Beginning the 1st week of January, updated resumes of students following the traditional placement path will start to be sent to agencies on a rolling basis. Your Field Faculty member will advise you when your resume has been sent via email. Your resume will be sent out to one agency at a time. If interested, the agency will contact you for an interview.

- Ongoing communication between student, Field Faculty member and the agency is vital. 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 Field Faculty member with your interview date, time and interviewer name at the 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 the end of 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 with the agency. There should be no surprises when you start placement. They may require a Tuesday field day or evening hours. Though we at Simmons say to expect to be in field on Mondays and Thursdays, and either Wednesday or Friday, agencies may have different required days.

- 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 you first to let you 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.

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