

Field Education Interview Checklist

I. Getting Ready for the Interview:

- Make sure to confirm the names(s) of the person(s) you will be meeting with, for how long, where (physical or virtual), and whether this will be an individual or group interview
- Inform the Field Faculty member you are working with of the date of the interview
- If you are meeting in person, make sure to bring extra copies of your updated professional resume and cover letter, if applicable
- Dress professionally – even if the setting has a dress code that is more casual
- Learn about the agency— look at their website to review their mission, values and more about the services they offer and the populations they serve
- Be prepared to ask questions that reflect your interest in their program and the research you have done
- If you think that a mock interview would help, contact the [Career Education Center](#) to arrange for one

II. During the Interview:

- Make sure to find out about the breadth and depth of learning opportunities offered for interns, including typical case assignments
- Ask if there are required days for the internship so that you will be prepared to plan class schedules without conflict. (Despite our best efforts, there are occasions when internship days may conflict with class offerings - talk with your academic advisor if you have questions.)
- Ask about expected time commitment (hours per day, required evenings, length of commitment—for example, a school setting may require a commitment to the end of the school year)
- Ask about any required orientation days and/or trainings and what the onboarding process looks like
- Ask what experiences they have had with students and what qualities they are looking for in a student intern
- Ask about a daily schedule—what would a typical day look like, when and how does supervision happen
- If you have experience from a previous job, volunteer experience, or internship, be prepared to describe this experience and use examples to emphasize your strengths, openness to learning, and learning goals
- Take in the culture of the agency; observe appropriate dress

III. After the Interview:

- Thank the Interviewer(s) with an email within 24 hours
- Placements fill quickly, so follow up with your Field Faculty member regarding next steps (if you have been accepted, if there is a second interview, etc.) as soon as possible!
- Speak with your Field Faculty member about any concerns you might have BEFORE refusing a placement offer. DO NOT refuse an offer without first speaking with your contact in the Field Department

IV. Once you have accepted an Internship, it is your responsibility to:

- Ask about necessary clearances needed prior to start of internship including, but not limited to: health clearance (immunization record, TB test, drug testing, Hepatitis immunization), CORI, or fingerprinting.
- Inquire about any necessary orientations or trainings that may take place prior to the internship start date.
- Confirm the name and email of the person who will serve as your Field Instructor and share this with your Field Faculty member.