

Practicum Education Interview Checklist

I. Getting Ready for the Interview:

- ☐ Confirm the names(s) of the person(s) you will be meeting with, for how long, the location, and whether this will be an individual or group interview
- ☐ Inform your Faculty Placement Advisor of the date/time 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
- ☐ If you are meeting in person, leave extra time for transportation and/or parking. If you are unsure how to get to the location, do a test run. Being calm and on time is an essential step for interview success
- ☐ Dress professionally – even if the setting has a dress code that is more casual
- ☐ Learn about the agency ahead of time (review the Agency Profile in Tevera and look at their website to see their mission, values, and more about what they offer)
- ☐ 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:

- ☐ Take in the culture of the agency; observe appropriate dress
- ☐ 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 in June, beyond Simmons' end in May)
- ☐ Ask about any necessary orientations or trainings that may take place prior to the internship start date
- ☐ Ask what experiences they have had with graduate MSW students and what qualities they are looking for in a student intern
- ☐ Ask about a daily schedule—what would a typical day look like?
- ☐ Be prepared to describe your experience, including anecdotes from your Year I placement, to emphasize your strengths, openness to learning, and learning goals

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- ☐ Confirm the agency's onboarding requirements, such as background checks, immunization/health requirements, and other required documentation.
Remember that any costs associated with completing these requirements are your responsibility

III. After the Interview:

- ☐ Immediately thank the interviewer(s) with an email sent within 24 hours of your meeting
- ☐ Follow up with your Faculty Placement Advisor as soon as possible
- ☐ Speak with your Faculty Placement Advisor about any concerns you might have **before** refusing a placement offer. **Do not** refuse an offer without first speaking with your Faculty Placement Advisor