



CONGRATULATIONS!

You have received your placement letter and are ready for the next step in your placement process. Before reaching out to the agency to schedule an interview, review this document. Students should reach out to agencies **as soon as possible** after receiving their placement letter.

CONTACTING THE AGENCY:

- Draft a professional email including the following:
 - Introduction
 - Program level (BSW/MSW)
 - Why you are reaching out
 - Thank the person for their consideration.
- Wait for a response.
 - Allow time for a response (generally 48 hours before sending a gentle reminder).
 - If you do not hear back, you may contact the agency using the phone number listed in your placement letter.

PREPARING FOR YOUR INTERVIEW

Steps for Success

FOR BSW STUDENTS

✓ BEFORE THE INTERVIEW

- Research the agency! You should know all about the services they provide, the mission of the organization, and any key information.
- Have at least two questions in mind to ask your interviewer.
- Plan your commute ahead of time and arrive early.
- Print a copy of your resume and bring it to the interview.
- Plan to wear professional attire.

✓ DURING THE INTERVIEW

- Demonstrate professionalism.
- Support your answers with examples.
- Be able to answer "Tell me about yourself" and "Why are you interested in this agency in particular?"
- Remain calm and confident while demonstrating that you are eager to learn.
- Take notes appropriately, but remain engaged throughout the discussion.

✓ AFTER THE INTERVIEW

- Follow up with a "thank you" [email](#). <<< (Click to view guidelines)
 - Mention a specific discussion point from your interview.
Ex: "It was so great to learn more about the grant you recently received and how you were able to expand your programs."
- Wait to hear back from the agency, inform the Field Education Department of the outcome, and complete all tasks as assigned.

"The best is yet to come!" -Professor Davis

Contact [Professor Davis](#) and [Professor Inzani](#) with any questions or concerns. Good luck!