As you prepare to interview, some tips on successful, professional interviewing are presented below:

1. Review an agency’s website prior to interviewing. You want to know what they do, their mission and population. You want to have a sense of the type of work they do.
2. Prepare a list of questions you want to know from an agency. You always want to know at least:
   1. What do they expect from an intern?
   2. How do they supervise and support an intern?
   3. Describe what a day in the agency looks like for an intern.
   4. What makes a great intern for their agency?
3. Review your social media. Think – what does this say about me to outsiders? Remember to lock any accounts from public view and/or use a name that a general search will not attach to you.
4. Review your email name – what does it say? If need be, create one that is neutral so it shows the professional side. For example, an email name like [mshotone@xxx.com](mailto:mshotone@xxx.com) is not necessarily the professional presence one would want. A better example would be [bdt528@xxx.com](mailto:bdt528@xxx.com)
5. The same for your phone – does it have a message? You want to have a message that states at the minimum your number and to leave a message. Be aware of the words you use in your message as well as background noise (i.e., music). Agencies will be leaving messages, so you want the automated voice message they hear to be appropriate.
6. When you call the agency, leave a brief message if no one answers the phone indicating your name, program, and the semesters you are looking for internship opportunity.
7. When you email the agency, ensure your message is written well – meaning complete and good sentence structure, use spell check so there are no misspelled words. Do not write emails like you write texts – to anyone in a professional setting – agencies/school contacts. Write the email in a word document and use the review option to spell and grammar check what you have written. Then read it out loud to see how it sounds as well as make sure you are not missing any words. Remember, with an email, this is often time the first and only way many agencies will know you. Sloppy, poorly written emails can lead to agencies thinking you are not someone with professional abilities and may not reach back out to set up an interview. Examples of proper introductory emails are posted on the School’s website.
8. During the interview, be aware of the language you use and what you share. Watch use of abbreviations and words used. Answer the questions asked of you in an honest and sincere manner, but there is no need to add significant amounts of detail unless the question itself asks for such detail. You should be cognizant of the interviewer’s potential limited time for each interview.
9. Be aware of what you self-disclose during interviews. In general, self-disclosure in any social work setting including an interview is a grey area. It is encouraged to refrain from self-disclosure in an interview unless it is required. If the agency asks you about involvement during the interview or if it is asked on an application, such as criminal background, then it is important to share this information. A non-appropriate disclosure example would be when interviewing with a child welfare agency and without being specifically asked, you begin to discuss your stepmother’s behavior to your siblings that includes questionable discipline methods such as getting angry and screaming at them a lot. An appropriate disclosure would be when interviewing with a child welfare agency you are asked by the agency if you have had any experience or background with this type of organization and you indicate you were adopted at 8 years of age. It is imperative to remember that social work professionals are mandated reporters, so information disclosed could require a necessary report to the proper authorities.
10. When you leave an interview, please send an email to thank the agency for the interview. Examples of thank you emails to interviewers are available on the School’s website.