

INTERVIEW TIPS!

Before the interview:

- Call ahead to confirm the interview time and place.
- Know the person's name, title, and phone number.
- Know the agency's address and have directions to get there. Make a practice run ahead of time.
- Review information about your agency so that you can ask good questions.
- **DRESS:** Field Office and placement interviews should be handled like job interviews, which require appropriate professional attire. You will be presenting yourself as a professional from East Carolina University. How you dress will represent ECU and how you might represent the agency where you have your placement. Consider wearing a coordinated outfit such as a conservative dark suit with tailored blouse or shirt and basic pumps or dress shoes. Dress neatly in an attractive, conservative, professional manner. Minimize the number of accessories or flashy jewelry. Use makeup, aftershave, cologne, and perfumes sparingly, if at all. Avoid low cut blouse.
- Take notepad, pencil, and your packet with you. Leave gum at home!
- Arrive at least 10 minutes before the scheduled time of your interview so you can relax and feel comfortable with your surroundings before the actual interview

During the interview:

- **Introduction:** Immediately introduce yourself! The most important thing to remember about introductions is simply to introduce people who do not know each other. If you have forgotten someone's name, introduce yourself and 99% of the time, the person will repeat his/her name.
- **The handshake:** When shaking someone's hand, be brief and firm, but do not crush.
- Act naturally; friendly but businesslike.
- Speak clearly, smile and use direct eye contact. Make as much eye contact as possible during the interview.
- Demonstrate your interest by listening attentively, which includes smiling, nodding, and leaning forward. Stand and sit straight.
- Answer all questions briefly but completely.
- Treat the environment with respect. Let the interviewer indicate where you should sit, rather than rushing to be seated when you first walk in. Avoid placing your possessions (pens, papers, purse) on the interviewer's desk, chairs, or tables. Do give the packet to the interviewer.
- Prepare to answer questions about your background, educational and career goals, and why you might desire this particular placement.
- The field instructor will assess your level of interest and suitability for the general type of assignments they have in mind.
- Discuss with the field instructor what your schedule will be there.
- If there is a stipend offered at your placement, inquire about what this will be and what you need to do to earn it.

After the interview:

- Write a thank you note to the person(s) with whom you did your interview.
- Confirm your placement assignment by returning the Field Education Assignment form to the Field Office within one week of your interview.
- Arrange transportation to and from the agency.
- Attend the mandatory student orientation (see flier on field website).
- Begin field placement on the first official day of classes.
- Once your field placement begins, work with your faculty seminar leader and with your field instructor for a successful placement!