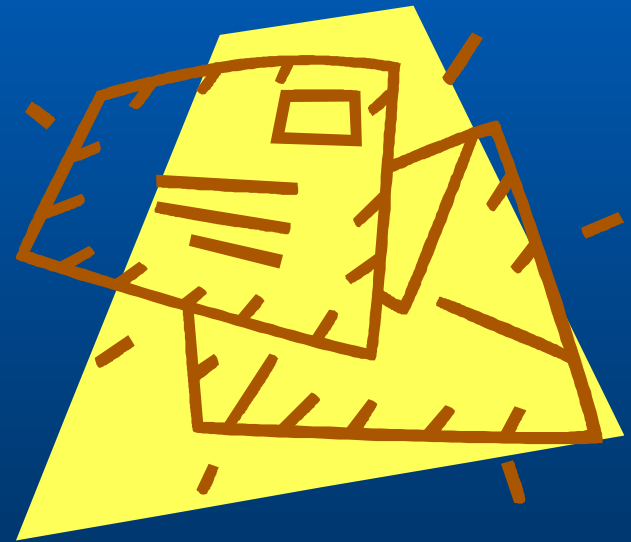


Securing an Interview

RCPT 413 Professional Issues

Preparing Your Packet

- Resume, cover letter, and goals approved
- All three copied on good paper
 - Extra paper
 - Envelopes
 - Labels
- Send to at least one **approved** agency
- Give a copy to instructor for files



Sending Your Packet

- **Personalize each letter**
 - Timeline for contacting
 - Give one week after mailing
- **Sign each letter**
- **Put in mail**
 - Make sure does not need additional stamps



Meanwhile...

- **Get ready for their call**
 - Check messages – home and cell
 - Tell roommates, etc



Contacting the Agency

- **Start at beginning of week - calling**
- **Have information in front of you**
- **Have quiet space, ensure time**
- **Identify times you can go for interviews**
- **Get accurate directions**
- **Take notes!!!**

What if they...

- Ask you to do interview right then?
- Ask you something you do not know?
- Assume you are coming to that agency?
- Won't return your call?



Personal Interviews vs. Phone Interviews

- **Some agencies will not do phone interviews**
- **Advantage of seeing agency, staff, facilities, housing, etc.**
- **Phone interview should be your last option**



Finalizing Interview Arrangements

- **Set time and date**
- **Get directions**
- **Check schedule**
- **Email or call re: confirming, looking forward to meeting**



Getting Ready

- Practice
 - Sample interview questions
- Pull all materials together
- Make arrangements with other obligations
- Dress appropriately
- Research agency
 - Everyone we interviewed knew about RU



After the Interview

- **Immediately write thank you note**
 - Thanking for time and attention
 - Following up on any information
 - Question
 - Requested information
 - Informing again about your timeline
 - November 11 deadline

*Results from
Agency Internship
Interview Surveys*

2004-2005
School Year

*Were your initial contacts
with the student appropriate
and professional?*

Rating: 9.32 average (1=not
professional, 10=very professional)
Comments: Appreciation of my time,
little nervous, letter addressed to
another agency, played a lot of
phone tag, gaps in communication

Did the [packet] provide the necessary information to decide whether or not to interview the student?

Rating: 9.3

Comments: Absolutely best packet I've received all year, staff learned from resume format, letter and goals were not with resume, Outstanding

Did the student arrange for an interview in an appropriate manner?

Rating: 9.4

Comments: pleasantly persistent and professional, we spoke and emailed to set up interview, on time to interview

Was the student dressed appropriately for the interview?

Rating: 9.6

2002-03 Comments: slacks OK, T-shirt not, smell of smoke, low-cut shirt – midriff showing, jeans or body piercings not appropriate, walk thru muddy camp

*Did the portfolio assist
you in assessing the
student's qualifications?*

Rating: 9.02

Comments: gave me a better feel for the student, doesn't highlight soft skills (personal philosophy), would help make the decision to hire or not, strengthened calmness during interview, didn't see it

Rate this student's preparation for the interview in relation to other prospective interns.

Rating: 9.1

Comments: great questions, 1st question was to complete this form, most informed and professional intern I have interviewed, very quiet and didn't ask questions, researched information about our program

Did you receive enough information from the student to fully understand the internship process?

Rating: 8.9

Comments: employed previous Radford students, was unsure about projects/objectives stated by school, unsure of start date, did not receive information on steps but luckily I know

Did the student notify you about his/her timeframes for making an internship selection?

Average = 9.2

Comments: offered him position but he said he had two more interviews, student needed decision within a week, no discussion, haven't heard yet so I'm assuming she chose another department

Additional Comments

- She was early, prepared and easy to talk to
- Comes across as a professional. Keep these students coming.
- I was impressed and would welcome her as an intern
- Appropriately nervous during interview but managed to relate information confidently
- Enthusiastic and polite
- Blew me away with her professionalism, preparedness, and her experience/qualifications
- Great interview but make answers more succinct
- She talked enough to give me insight into her – not just answering the questions

Questions

