

## **Internship Interview Preparation:**

Congratulations! You are ready for your interview with your prospective internship site. Below is a checklist to help you prepare for the interview:

### **1. Do your Homework:**

- Review the organization's website, including their mission, programs, and initiatives.
- Review agency brochures.
- Ask the field coordinator about contacting a previous intern to gain insight and discuss their experience at that agency.
- Prepare directions to the agency and travel time well in advance to ensure a punctual arrival.
- If the interview will be virtual, prepare your environment, check the internet connection, and log in a few minutes in advance.

### **2. Dress in Professional Attire for your Interview.**

- Resources for clothing:  
<https://blog.uwsp.edu/blog/2024/02/08/the-closet-and-the-backpack/>

### **3. Materials to Bring:**

- 2-3 copies of your resume to distribute at the interview
- A list of 3-4 professional references including contact information
- A professional portfolio with awards, certificates, writing sample, etc. (optional, but will make a great impression)
- A schedule to discuss potential start date and availability.

### **4. Questions to Prepare:**

- Tell us about yourself.
- Why are you interested in social work?
- Why are you interested in an internship with our agency?
- What do you hope to accomplish during your internship?
- Describe your strengths and weaknesses.
- What experiences do you have with the client population at the agency? (If you don't have experiences with the population being served by the agency discuss your enthusiasm to learn from the professionals there. Express excitement about gaining experience.)

### **5. Questions to Ask Agency Staff:**

- What qualities are you looking for in an intern?
- What are the strengths of your agency?
- What do you like most about working as a social worker for this organization?
- If accepted for this placement, how would I be supervised?

**6. Follow-up:**

- Send a thank you card or email following your interview.
- Once accepted, ask about any preparation you can do prior to your start date.

**7. UWSP Campus Career and Internship Resources:**

- Interviewing resources:  
<https://www3.uwsp.edu/ACAC/Pages/interviewing.aspx>
- Resume and Cover letter Assistance:  
<https://www3.uwsp.edu/ACAC/pages/career-documents.aspx>
- Meet with a Career Coach:  
<https://www3.uwsp.edu/ACAC/Pages/meet-with-career-development-coordinator.aspx>