
REFERRAL INTERVIEW GUIDELINES

All students must go on an agency interview in order to secure a field placement (except for those students seeking an employment-based placement). Usually, these interviews mark the first step in the educational collaboration between the student and field instructor. Occasionally, however, a field instructor may decide not to accept a student because of concerns regarding the appropriateness or readiness of that student. Inappropriateness can include, but not be limited to, arriving late for an interview or not showing up at all; unprofessional behavior, dress, or language during the interview; or unsuitable affect or behavior during the interview.

It is important that the student be interested in and prepared for the interview. Prior to the interview, the student should gather some basic information about the agency (from the Field Educational Specialist or the web). Students should also familiarize themselves with placement objectives and requirements. During the interview, the student should be attentive and engaged. In addition, the student should be prepared to ask questions germane to his/her educational goals and placement objectives.

Questions to ask field instructors during the referral interview:

1. What types of assignments will I have as an intern?
2. Could you describe a typical day at your agency?
3. Have you been a field instructor before, and if so, what have you liked about it?
4. How would you describe your supervisory style?
5. What kinds of teaching techniques do you use?
6. How will I be oriented to this agency and the staff?
7. Does the agency have a particular philosophy or approach to practice?
8. Who is to be my direct supervisor? And how should I prepare for supervision?
9. In addition to scheduled supervision times, are there other ways for me to have access to you (e.g. phone, email, informal consultations, lunch, etc.)?
10. Are there other people in the agency who can be resources for me during my internship?
11. Who shall I report to if you are not available? Who is your "back-up"?
12. Who should I contact in the event of an emergency?
13. Can I attend staff in-service training or educational activities?
14. If there are workshops, conferences or guest speakers that are related to my field work, may I attend these events and count the time toward my field hours?
15. If I feel that my educational needs or the program requirements are not being met, how can we address this?
16. What are your agency's expectations for interning during the university's winter and spring vacation periods?
17. What are your agency's expectations for background clearances, how current are they required to be, and when would be a good time for me to apply for these documents?