

## Checklist for the Pre-Placement Interview

No placement assignment is finalized until the potential field instructor and student have interviewed and agreed to work together. Effective use of the pre-placement interview can confirm the appropriateness of the student/field instructor/agency match and begin to focus the learning experience. In addition, this interview can be used to identify potential areas of difficulty and highlight areas the student may need to strengthen before the placement begins. The interview should be mutual and the student should plan to take an active role.

	<p><b>Student’s interest in the field placement</b> – Students should be prepared to discuss their learning objectives and goals they hope to achieve in this setting.</p>
	<p><b>Description of the field placement setting</b> – The field instructor should explain the mission and purpose of the agency, the types of clients served, learning opportunities available, the role of the social worker and any special requirements.</p>
	<p><b>Past work and volunteer experience</b> –                  Students should discuss prior work and volunteer experiences, including what skills and knowledge they obtained from these experiences. If the student has had prior social work experience (either paid, volunteer, or field placement), include the nature of the work and the types of activities they engaged in.</p> <p>Field Instructors should discuss previous work and field education experiences and what they enjoy about their current role.</p>
	<p><b>Career goals</b> – Students and Field Instructors should discuss what has motivated them to choose a career in social work. Students should discuss their short and long term goals as a social worker.</p>
	<p><b>Strengths and areas of growth</b> – Students should discuss their areas of strength and describe areas where they believe they need professional growth.</p>
	<p><b>Supervision</b> – Field Instructors should describe their style of supervision, teaching and expectations that the agency has for supervision.</p>
	<p><b>Student’s personal situation</b> – The student should discuss any personal circumstances which might affect the placement (e.g.... other employment of the student, life experiences that might affect the placement, accommodations that need to be made, etc.</p>
	<p><b>Logistics</b> – The field instructor should discuss the agency’s dress code, hours of operation, weekly schedule and parking availability. In addition the following should be discussed (if applicable):</p> <ul style="list-style-type: none"> <li>Criminal Records Check</li> <li>Drug screening</li> <li>Health Insurance</li> <li>Health Examination</li> <li>Immunizations and TB Tests</li> <li>Transporting clients (in student’s or agency car) and related insurance</li> <li>Requirements for working during University holidays.</li> <li>Training and Orientation required prior to field placement beginning</li> <li>Required days/hours of field placement (if these are other than University scheduled days).</li> </ul>