Interviewing and Networking for a Social Work Job

Career Coaching with Corbett
Session #6 of 11
November 9, 2017
Becky S. Corbett, MSW, ACSW
Ask Coach Corbett…

I prioritized my intentional growth and joined Coach Corbett and my colleagues tonight because…

I would appreciate it if we can address the following career readiness tools tonight…
Intentional Personal Growth
Accountability Check-In

*Develop the right attitude,*
*learn more about your strengths,*
*tap into your passion,*
*become more in touch with your purpose,*
*and develop your skills…*
*so you can be all you can be.*

John C. Maxwell, leadership author
Objectives

• Prepare for professional networking
  – Understand why it is never too early to network
  – Email signature
  – Review cover letter development and email signature
  – Hear why you need to establish a LinkedIn account

• Discuss interview preparation
  – Practice 4 key interview questions
  – Conduct informational interviews
  – Learn about MSW mock interviews in April 2018
Professional Networking

- What is the name of the person... on my left?... on my right?
- Networking is...
  - more than going to an event and exchanging business cards.
  - building relationships with individuals within your community who can help you throughout your career.
  - creating an inner circle of contacts from which you can draw leads, referrals, ideas, and information for your job search and career progress.

70-80% of jobs are NOT published.
Email Signature

**MSW**

Name, Undergrad Degree [i.e., BSW]

MSW Candidate, Month Year

The University of Alabama | School of Social Work

Email address

(XXX) XXX-XXXX [Add your telephone #]
Cover Letter Development

- Structure: 3 paragraphs
  - Paragraph 1: How did you hear about the job?
  - Paragraph 2: Specifically write what makes you uniquely you, from other candidates
  - Paragraph 3: Thank person for reviewing and state when you will follow up
- Use spell check
- Read out loud
- Create PDF to send electronically
- Use properly technology…do NOT text a cover letter
- Review. Review. Review. Review. (by 5 people)
LinkedIn

➢ What is LinkedIn?
➢ Why would I create an account?
➢ When do I need to create an account?
➢ How do I take a professional headshot?

www.linkedin.com

www.students.linkedin.com
Types of Interviews

• Informational interview
• Telephone screening for employment*
• Skype employment interview*
• In-person employment interview

For all interviews, prepare and dress for success

*For electronic interviews, test technology in advance, find a quiet location to conduct the meeting, and dress appropriately
Prepare Yourself

- Have copies of your current resume
- Establish answers to employer’s questions
- Develop questions for the interviewer
- Practice in the mirror
- Review social media
- Select clothes
- Go to interview location
- Have a portfolio with achievement highlights
- Practice. Practice. Practice.
Answering Questions

• Listen carefully to the question
• After hearing the question, PAUSE, before answering
• Silence is better than an “ummm” or “you know”
• When necessary: Ask interviewer to repeat the question
• Make eye contact
• If group interview, make eye contact with individual asking the question
Research the Individual & Organization

• Read website (every page)
• Know the mission and vision
• Know the President’s name
• Know the CEO/Executive Director’s name
• Locate financial information
  – 990s
  – http://www.guidestar.org/
• Read the annual report
• Obtain information about the actual interview
  – Who is the interviewer and what is her/his role?
  – How long will the interview last (approximately)?
4 Key Practice Interview Questions

1. Tell me about yourself
2. Describe 3 of your strengths
3. Describe a weakness (hint: turn into a strength)
4. Why should our organization hire you?

Next Steps

1. Identify: *Tonight I learned about interviewing and networking, and I will...*

2. Mark your calendar for the next *Career Coaching with Corbett* on **Tues Dec 5:**
   
   **Topic:** Developing a budget for a social work organization and understanding nonprofit financial terms

3. Plan to participate in mock interview April 2018

4. Repeat statement 3 times:
   
   *Never, EVER, EVER, accept the first offer.*
Career Coaching with Corbett:
https://uasystem.zoom.us/j/2548470758

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6-7pm Central / 7-8pm Eastern
Lunch & Learns – Fall 2017

Organizing My Social Work Career with Pro ductivi ty®
Wed Oct 11, 12noon-1pm, On-Campus: Bidgood 115

Taking Care of Me: School/Work-Life Balance & Self-Care
Wed Nov 1, 12noon-1pm, https://uasystem.zoom.us/j/2548470758
and/or telephone: (408) 638-0968, meeting ID: 254 847 0758

Navigating My Career Path: From Resumes to LinkedIn—Networking to Interviewing
Wed Nov 29, 12noon-1pm, https://uasystem.zoom.us/j/2548470758
and/or telephone: (408) 638-0968, meeting ID: 254 847 0758
Career Services Webpage

https://socialwork.ua.edu/current-students/career-services/

Watch for Resume Review opportunity:
Feb/Mar 2018
RSVP and Potential to Win Prize

Email Coach Corbett to let her know you attended tonight’s session or you watched Video #6 of 11 at:

BeckyCorbett@sw.ua.edu

You will be registered to WIN a PRIZE May 2018.
Contact Information

Becky S. Corbett, MSW, ACSW

Email: BeckyCorbett@sw.ua.edu

(Tuesdays and Thursdays: 1 week to respond)

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