Social Work Job Preparation and Career Success

Presented by:
The University of Alabama
School of Social Work
http://socialwork.ua.edu/
and
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* Becky is a proud graduate of The University of Alabama where she received a BS degree in human development and family studies and a MSW with a concentration in planning and management.
Training Goal

Social work students will receive *just-in-time* online training to prepare them for employment. BSW and MSW students will obtain the knowledge, tools, and techniques necessary to be a prepared candidate for employment and to succeed as a viable employee.
Training Modules

Module I: The Preparation Process
Module II: The Interview Process
Module III: Career Growth & Development

There are three modules comprised of 10 segments. Students are encouraged to listen to all of the segments and review resources. Note: The online training was designed for you to obtain just-in-time information; therefore, feel free to listen to each segment in the order most beneficial to you.
Your Trainer

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Becky has 20+ years of national, state and local non-profit executive management experience, including professional and trade membership organizations and the health care industry with community mental health centers and physician practices. Her background in non-profits includes the positions of Chief Operating Officer for the National Association of Social Workers (NASW) in Washington, DC, and Associate Director of the Indian Rivers Mental Health Center in Tuscaloosa, Alabama.
The University of Alabama Career Center

The University of Alabama Career Center
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Social Work Job Preparation and Career Success

Module I: The Preparation Process

Segment 3

Essential Skills for Employment…

Being Effective & Efficient in the Workplace
Daily Administration & Organization

- Calendar (Microsoft Outlook)
- Keep a neat and orderly desk/cubicle/office
- Identify major deliverables (weekly/monthly/quarterly/annually)
- Maintain a to-do list
- Turn in assignment before the completion date
Look Successful & Act Professional

• Carroll C. Phelps, LCSW, PIP, The University of Alabama School of Social Work’s Instructor and Coordinator, Washington DC Program, calls this area “Professional Presence”

• Dress: Err on the side of being conservative
  – you can never be over-dressed to meet your next employer

• Handshake: Is firm and includes:
  – making eye contact
  – one pump
  – repeating the individual’s name so you will remember it (nice to meet you Becky)

• Social Media: Have you portrayed yourself professionally in your:
  – email address
  – voicemail message
  – online accounts and pictures (i.e., Facebook, Twitter)
Strong Work Ethic

- Smile
- Say “good morning”
- Make eye contact
- Have a positive attitude
- Be on time
- Be willing to do (work through lunch/stay late)
- Volunteer for additional tasks
- Learn your colleagues’ names and roles
Deliver 360 Communications

• Written: Ask for organization’s editorial style guide and graphic standards and adhere to the protocols
• Email: You need to write a complete sentence in all email communications.
• Verbal: Leave religion, politics, and curse words out of the work setting
• Learn chain of commands’ key phrases and words to use and not to use
• Body language: Be aware of how you are sitting
Build Relationships

• Continue to grow professional network
• Be careful of sharing too much information
• Remember difficult people exist (use your social work skills)
• Be mindful of your behavior if you attend happy hour with your colleagues (in some work cultures, you may be invited out for a drink; even if it is FREE, be careful)
• Never forget: You may become your colleagues’ supervisor one day
Additional Training Segments

Please visit [http://socialwork.ua.edu/](http://socialwork.ua.edu/) to access more trainings

Segment 1  Resume Development & Cover Letter
Segment 2  Professional Networking
Segment 3  Essential Skills for Employment
Segment 4  Interview Research, Questions, & Answers
Segment 5  Interview Follow-up
Segment 6  Salary & Benefits Negotiation
Segment 7  Licensure
Segment 8  Supervision Preparation
Segment 9  Mentor Selection
Segment 10 Career Enhancement
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