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 II: The Interview Process

Segment 4
Interview Research, Questions, & Answers
Types of Interviews

• Informational interview
• Telephone screening for employment*
• Skype employment interview*
• Face-to-face employment interview

For all interviews, always dress for success and prepare

*For electronic interviews, remember to test technology in advance and find a quiet location to conduct the meeting
Research the 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)?
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.
Practice. Practice. Practice.

- Establish a list of standard interview questions
- Write your answers to every question
- Ask a professor/supervisor/colleague to review your answers
- Practice. Practice. Practice. (with anyone who will listen)
- Have an Answer to Key Questions
  - What are your strengths?
  - What is your weakness?
  - What skills and abilities do you bring to this job?
  - Why do you want to work here?
- Practice. Practice. Practice. (get a mirror)
Successful Interviews

• First impressions are everything
  – be on time (that means 10 minutes early)
  – dress for success
  – be polite/respectful
  – turn off your mobile device/cell phone/iPad (not vibrate)

• Be engaged in the interview
  – be confident (you will be because you practiced)
  – give clear and concise responses
  – use examples to support why you are the best candidate
  – show interest in the job
  – ask follow-up questions
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
Closing the Interview

• Let the interviewer know you are interested
• Explain why you are the best candidate
• Ask for next steps in the interview process and the timeline
• Ask for a business card for the interviewer(s)
• After you leave the interview:
  – complete a self assessment (how many “umms” did you use? could you answer all of the questions?)
  – write down everything you learned about the organization and the people
  – write down questions you were asked that weren’t on your practice list of questions
  – write down revision to answers
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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