

Field Placement Interview Guide

Interview Tips

Before The Interview

- **Research the sites-** In both your field placement and site interview, it is expected that you are knowledgeable about the sites you are interested in. Go to the sites' websites, explore their mission statement and goals, or read previous students' final logs to see if you and the site parallel in interests. This will make it easier for you to make comparisons about what the site does and what your future goals may be.
 - Quickfind guide: <http://www.psyc.jmu.edu/ug/fldplacement/quickfind.html>
 - Longer site guide with student comments:
<http://www.psyc.jmu.edu/ug/fldplacement/sitemap.html>
- **Practice Interviewing Skills-** This includes reflecting on previous experiences to create concrete examples that highlight your skills. Prepare main points you wish to communicate about your interests and experiences (this will help make you more proactive about sharing your strengths.) Prepare any questions you wish to ask interviewer during this time.
- **Be "On Time"-** Arrive to your interview 10 to 15 minutes early. If you are early, you are considered "on time", if you are on time you are considered late, and if you are late you are forgotten about. Time is valuable to whomever you are interviewing with, and being late is considered inconsiderate and disrespectful. If you are unsure of the exact location of your interview, drive to the site a day before to confirm the location while triple checking any directions and addresses
- **Dress Professionally-** For a typical job interview, business professional is expected (suit jacket, dress slacks etc.) so please strive to wear dress slacks and a professional top. How you dress to your interview not only represents yourself, but also the psychology department and James Madison University. Represent yourself well by avoiding low cut tops, and short skirts (It is advised to just wear pants.) If you have to ask yourself whether something is "appropriate" then it may not be.

During The Interview

- **Greet interviewer with handshake-** First impressions are key, so make sure you introduce yourself in a professional manner.
- **Make frequent eye contact-** Eye contact shows the interviewer that you are engaged, listening, and confident. Wandering eyes gives interviewer impression that you are nervous and may not know how to answer the question.

- **Stay professional and positive!** - Even if you know your interviewer, stay professional at all times. Avoid “ums,” “likes” and casual chatting.
- **Answer questions directly-** Elaboration is necessary at some points during interviews, but be aware of when you are elaborating, and when are rambling or repeating something you may have said already. If the interviewer wants more elaboration or clarification they can always ask!
- **Have questions prepared to ask interviewer-** Memorize or write down any important question you wish to ask interviewer about topics pertaining to field placement (expectations, supervision styles, office protocol, class requirements etc.) Avoid generic questions and make questions specific to site. However, do not ask your question if it was covered in the interview.
- **Thank them for their time and consideration-** End the interview on a good note! This is your last chance to leave a lasting impression, so be appreciative for the time they spent interviewing you.

Interview Questions

1. What are your long and short-term professional goals?
2. What undergraduate experiences have you had that make you qualified for field placement?
3. What previous experience, special skills/knowledge do you have that separates you from other candidates?
4. What would you consider is a weakness of yours?
5. What do you hope to learn, and what skills do you hope to acquire from field placement?