Securing an Interview
RCPT 413 Professional Issues

Preparing Your Packet
- Resume, cover letter, and goals approved
- All three copied on good paper
  - Extra paper
  - Envelopes
  - Labels
- Send to three approved agencies

Sending Your Packet
- Personalize each letter
  - Timeline for contacting
  - Give one week after mailing
- Sign each letter
- Put in mail
  - Make sure does not need additional stamps

Meanwhile...
- Get ready for their call
  - Check messages – home and cell
  - Tell roommates, etc

Contacting the Agency
- Start at beginning of week - calling
- Have information in front of you
- Have quiet space, ensure time
- Identify times you can go for interviews
- Get accurate directions
- Take notes!!!

What if they...
- Ask you to do interview right then?
- Ask you something you do not know?
- Assume you are coming to that agency?
- Won’t return your call?
Personal Interviews vs. Phone Interviews

- Some agencies will not do phone interviews
- Advantage of seeing agency, staff, facilities, housing, etc.
- Phone interview should be your last option

Finalizing Interview Arrangements

- Set time and date
- Get directions
- Check schedule
- Email or call re: confirming, looking forward to meeting

Getting Ready

- Practice
- Pull all materials together
- Make arrangements with other obligations
- Dress appropriately
- Research agency
  - Everyone we interviewed knew about RU

After the Interview

- Immediately write thank you note
  - Thanking for time and attention
  - Following up on any information
    - Question
    - Requested information
  - Informing again about your timeline
    - Three interviews

Practicing

- Classes divided
- Sign-up

Questions