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# Checklist

## Social Work Interview Preparation Checklist

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To Complete	Done?
Research the organization's mission and values.	
Practice answering common social work interview questions.	
Prepare examples for behavioral and situational questions.	
Review your resume and be ready to discuss key achievements.	
Prepare thoughtful questions to ask the interviewer.	
Ensure you have copies of all necessary documents, such as certifications and references.	
Plan your professional attire for the interview.	
Practice active listening skills to respond effectively to questions.	
Attend a mock interview to practice responses.	
Prepare stories that highlight your skills and accomplishments.	
Review the job description to align your answers with the role.	
Bring multiple copies of your resume and supporting documents.	

Research the interviewer or organization leadership if possible.	
Prepare an elevator pitch about your background and experience.	
Rehearse answers to open-ended questions for social workers.	
Plan a follow-up email to thank the interviewer after the meeting.	

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View our website for more helpful guides:

<https://www.socialworkportal.com/>