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| <br>SACRAMENTO<br>STATE | Division of Social Work<br>Field Education Program<br>6000 J Street, Sacramento, CA 95819-6090<br>Phone: (916) 278-6943 / Fax: (916) 278-7167<br><a href="http://www.hhs.csus.edu/SWRK/Field">www.hhs.csus.edu/SWRK/Field</a> | <h2 style="text-align: center;">MSW II Agency<br/>Response Form</h2> |
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**INSTRUCTIONS:** Immediately after the interview, the agency person(s) conducting the interview should complete and return this form to us as soon as possible. You may return it with the student; or for confidentiality reasons, mail or fax to the attention of Stacie Tillman, Field Administrative Assistant.

**AGENCY INFORMATION – Please Print**

|                         |  |                |       |     |
|-------------------------|--|----------------|-------|-----|
| Agency Interviewer Name |  | ( )MSW ( )LCSW | Phone | Fax |
|                         |  |                | ( )   | ( ) |
| E-mail Address          |  |                |       |     |
| Field Instructor Name   |  | ( )MSW ( )LCSW | Phone | Fax |
|                         |  |                | ( )   | ( ) |
| E-mail Address          |  |                |       |     |
| Agency                  |  |                |       |     |
| Program/Division        |  |                |       |     |
| Address                 |  |                |       |     |
| City                    |  | State          | Zip   |     |

**STUDENT INTERVIEW INFORMATION – Please Print**

|                             |  |                          |  |
|-----------------------------|--|--------------------------|--|
| Name of Student Interviewed |  | Date of Interview        |  |
| Please check all that apply |  |                          |  |
| <input type="checkbox"/>    | Student was dressed in a professional manner       | <input type="checkbox"/> | Student was well prepared for the interview          |
| <input type="checkbox"/>    | Student was on time for interview                  | <input type="checkbox"/> | Student appeared interested in the placement         |
| <input type="checkbox"/>    | Student presented interviewer with resume          | <input type="checkbox"/> | Student asked appropriate questions about the agency |
| <input type="checkbox"/>    | Student exhibited appropriate interpersonal skills | <input type="checkbox"/> | Student answered questions in a professional manner  |

**AGENCY RESPONSE**

|                         |                                 |             |
|-------------------------|---------------------------------|-------------|
| ( )I accept the student | ( )I do not accept the student* | ( )Pending* |
|-------------------------|---------------------------------|-------------|

*\*If checked, please explain reason(s) below.*

**COMMENTS – Please Print**

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