

## Sonia Instructions for MSW CHECKS

### 1. Complete your Field Placement Application

- Review Field Placement Application Guidelines [here](#)
- Review the Sonia Tip Sheet for Completing your Application [here](#)
- Please note that you will be able to request an Employment-Based Placement (EBP) on your application. You will receive a supplemental EBP application once you submit your Field Placement Application.
- Once you submit your application, go to your CHECKS page and indicate this CHECK is completed by selecting a value of yes. Select Save on the right side of your screen

MSW II / ASAP Pre-placement requirements

\* MSW II and ASAP Field Application

Once you submit your field application, select "yes" for value below

Value: Yes

Save

(Please note this will now display as MSW Pre-Placement Requirements & MSW Field Application)

### 2. Upload your resume

- Prepare your resume for upload. Please make sure to include a section titled **Areas of Interest** within your resume. This allows the agency to review important interests that extend beyond your work history and education. If you need assistance in developing or revising your resume, please contact Career services [here](#). You can also view a sample resume [here](#) (required) and a sample cover letter [here](#) (not required, agencies may request).
- Go to your CHECKS page. Under MSW Resume, find the Documents box. Browse and select your most recent resume for upload.
- Once you've completed this, find the value box and select yes. Select Save on the right side of your screen.

MSW II / ASAP Pre-placement requirements

\* MSW II and ASAP Field Application

Once you submit your field application, select "yes" for value below

Value: Yes

Save

\* MSW II and ASAP Resume

Once you upload your resume, select "yes" for value below

Value: Yes

Documents

student, fake - MSW II and ASAP Resume.docx

Browse

Save

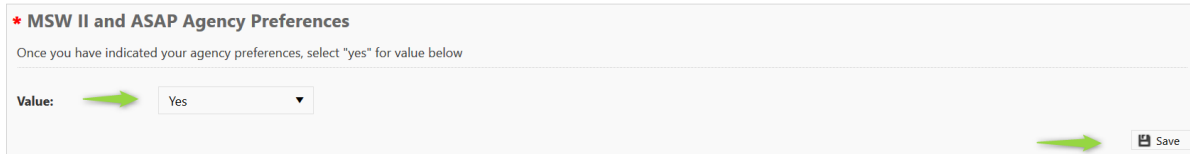
### 3. Complete your Preferences

Option 1: Use our Sonia Tip Sheet for Submitting Site Preferences [here](#). Only agencies that have specifically requested students will appear as options. If you are an out of state student or you do

not see an agency listed, please email the agency name and agency contact person's email or phone to your placement coordinator/officer.

**Option 2: Employment-Based Placement Option:** If you are applying for an Employment Based Placement (EBP) option, you do not need to submit site preferences. You do need to indicate that your MSW Preferences CHECK is complete on your CHECK page.

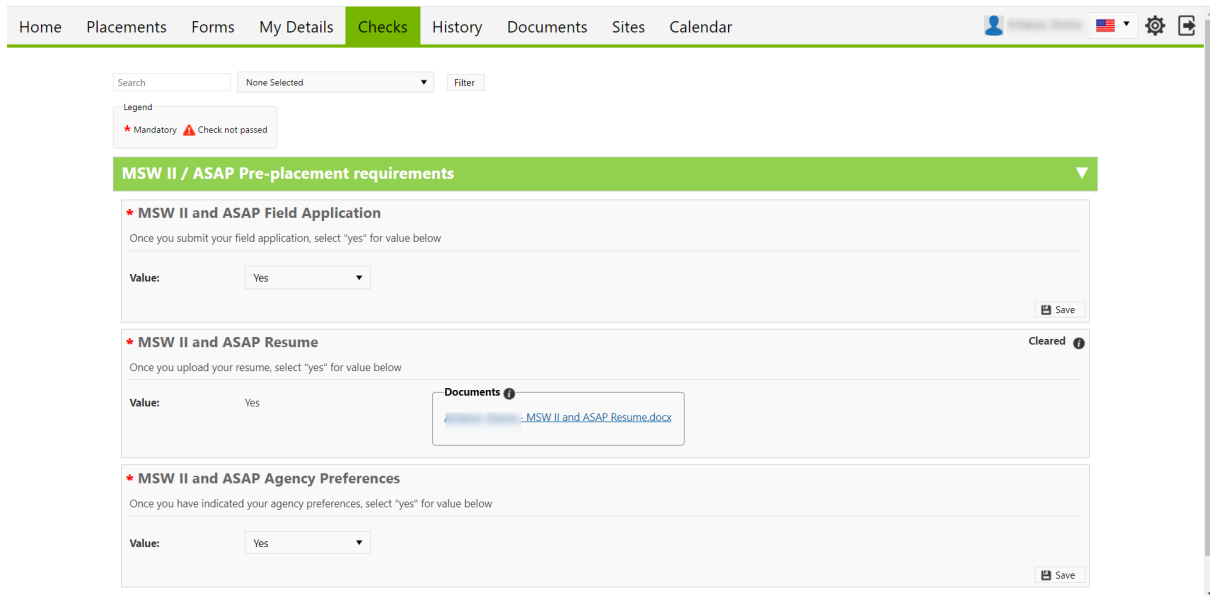
- For both options, you need to indicate the MSW Preferences CHECK is complete. Return to your CHECKS page. Find the value box for this CHECK and select yes. Select Save on the right side of your screen.



A screenshot of a web form titled "MSW II and ASAP Agency Preferences". The form includes a sub-header "MSW II and ASAP Agency Preferences" with a red asterisk. Below the title is a instruction: "Once you have indicated your agency preferences, select 'yes' for value below". The main content area shows a "Value:" label followed by a dropdown menu currently set to "Yes". A green arrow points to the dropdown. To the right of the dropdown is a "Save" button with a floppy disk icon. Another green arrow points to the "Save" button.

#### 4. Review Your CHECKS Page

Once all of your required CHECKS are complete your CHECKS page will look like the screenshot below.



A screenshot of a web application's "Checks" page. The top navigation bar includes "Home", "Placements", "Forms", "My Details", "Checks" (highlighted), "History", "Documents", "Sites", and "Calendar". On the right side of the navigation bar, there is a user profile icon, a flag icon, and a settings gear icon. Below the navigation bar, there is a search box, a "None Selected" dropdown, and a "Filter" button. A legend indicates that a red asterisk means "Mandatory" and a red triangle means "Check not passed". The main content area is titled "MSW II / ASAP Pre-placement requirements" and contains three checklist items, each with a "Value:" field and a "Save" button. The first item is "MSW II and ASAP Field Application" with a "Yes" value and a "Save" button. The second item is "MSW II and ASAP Resume" with a "Yes" value, a "Cleared" status, and a document upload box containing a file named "MSW II and ASAP Resume.docx". The third item is "MSW II and ASAP Agency Preferences" with a "Yes" value and a "Save" button.