As a Social Work Student looking for a placement opportunity, you will have access to "Community Connections", our on-line database to search for field placement opportunities.

Below are the general instructions for searching for placements and submitting your placement choices and also for receiving interview confirmations and emails for the opportunities of your choice.

Entering the Database – Log In

Go To: http://community.mcmaster.ca/main/studentlogin and select the "Student Log In" choice. You will then enter your McMaster Email address and your student number. The FIPPA Policy statement will then appear and if you accept, you will then click on **continue** at the bottom of the page. The **Search Opportunities** page will appear.

Search for Opportunities

The first step is to search for opportunities that match your interests and the skills that you may wish to develop. Simply click **Search Opportunities** in the left menu, select your criteria and the courses that you are (or will be) enrolled in, and click Search Opportunities.

Figure 1 gives an example of how the results, if any, are displayed. When searching, you can skip the searching criteria for **skills, interests and/or location,** but you will need to select which course you will be searching for (For example, Fall 2016 and then whether it is for 3D Concurrent, 4D Fall Block or 4D Concurrent, etc). The next screen will show what opportunities are available for that course. You can narrow your search by selecting additional search options.

Figure 1: Example Search Results Page

To view additional details on the opportunity, click on the opportunity name or click on the Field Instructor name to view details on the Field Instructor you would be working with.

Saving Opportunities in the Saved Opportunities List

When you find opportunities that you may wish to apply for, you must click the **Save** button in the Search Results page to save it to your Saved Opportunities List. **Only opportunities that are in your saved opportunities list can be used in your Selection Form.**

In the Saved Opportunities List page you can sort opportunities (by clicking **Move Up** and **Move Down**) along with removing them from the list by clicking **Remove**. Note that the order of the opportunities in the Saved Opportunities list does not necessarily reflect the order of the choices you will make in the Selection Form page.

Entering Learning Objectives and Answers to Important Questions

Your Learning Objectives can be entered at any time by using the Learning Objectives and General Information page. You can also enter the answers to questions that will help the office give you a placement that suits your needs, such as if you have access to a car or if you have any special accommodation needs.

This form can be edited at any time but it should be completed or updated **before** submitting your Selection Form.

Submitting Interview Requests (Selection Form)

When advised by the office, you may use the Selection Form page to submit your top three choices (in order) for opportunities that you would like to interview for. You must have at least three opportunities in your Saved Opportunities List before you will be allowed to submit your form.

Once the Selection Form is displayed, simply choose an opportunity for your First, Second and Third choice and click **Next**, as shown in Figure 2.
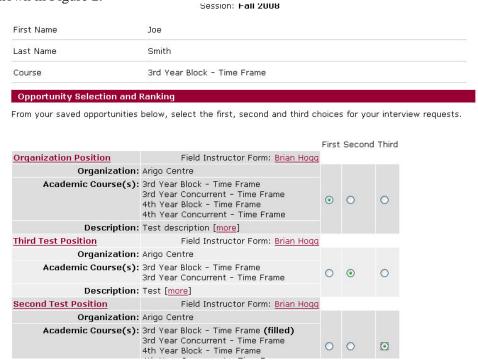

Figure 2: Selection Form Example

You will then be asked to confirm your choices before submitting your form to the office. Ensure your choices are correct **as you can only submit your Selection Form once**. Once submitted, you may print the confirmation page for your records by clicking the Print link in the top-right corner of the page.

Checking the Status of your Interview Requests

The status of your interview assignments will be displayed in the Learning Objectives and General Information page at the top. Here you can see the three interview request choices you made and details on any interview assignments that have been given to you.

Once You Are in a Placement

Once you have started your placement, your placement information should appear in the middle of the Learning Objectives and General Information page. Here you can verify that the details of your placement are correct and enter the name of your Seminar Leader for our records. If any details are incorrect please contact the office.

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