



## CONFIRM YOUR INTERVIEW

Name \_\_\_\_\_ School \_\_\_\_\_

Duration of Internship (dates) \_\_\_\_\_ Hours of Internship \_\_\_\_\_

Type of Internship \_\_\_\_\_

Name of Business/Organization \_\_\_\_\_ Type of Business \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Name of Internship Site Supervisor \_\_\_\_\_

Title of Internship Site Supervisor \_\_\_\_\_

- Congratulations! You have a placement interview for the above internship. The person listed above has agreed to interview you for your placement.

*Your interview is scheduled for \_\_\_\_\_ at \_\_\_\_\_ am/pm.*

OR

- Your supervisor is expecting a call from you to schedule an interview and to confirm details.

\_\_\_\_\_ 1) *Call, and keep calling back until you make real live contact.* Identify who you are, and tell them that you are calling to confirm your internship interview.

*Example: "Hi, I am \_\_\_\_\_, a student at \_\_\_\_\_ High School.*

*\_\_\_\_\_ called you to set up a possible internship for me on \_\_\_\_\_.*

*I am calling to confirm that and to confirm the time I will be coming in for an interview."*

\_\_\_\_\_ 2) Arrange your interview

Date \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Place to meet \_\_\_\_\_

\_\_\_\_\_ 3) If you are not sure, ask what the appropriate dress is for employees of the company.

\_\_\_\_\_ 4) Make your own travel plans. Unless pre-arranged, internship interviews must take place outside of school time.

\_\_\_\_\_ 5) Participate in the interview and then speak to your teacher about the outcome.

\_\_\_\_\_ 6) If you have any questions or problems setting up your interview, call \_\_\_\_\_.