



TOOLS

Confirm Your Interview

Name	School
Duration of SLP (dates)	Hours of SLP
Type of Internship	
Name of Business/Organization	
Type of Business	
Phone ()	Email
Address	
Name of SLP Site Supervisor	
Title of SLP Site Supervisor	

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

Your interview is scheduled for _____ at _____ a.m./p.m.
(Date) (Time)

OR

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

Example: "Hi, I am _____, a student at _____
(Your Name) (School Name)
 High School. _____ called you to set up a possible Service
(Your Instructor)
 Learning Project for me on _____. I am calling to confirm that and to
(Date)
 confirm the time I will be coming in for an interview."

- Arrange your interview
 - Date: _____
 - Time: _____
 - Place: _____
- If you are not sure, ask what the appropriate dress is for employees of the company.
- Make your own travel plans. Unless pre-arranged, internship interviews must take place outside of school time.
- Participate in the interview and then speak to your teacher about the outcome.
- If you have any questions or problems setting up your interview, call _____.
(Name of Contact)