



# TOOLS

## 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 \_\_\_\_\_ 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 internship interview.

Example: "Hi, I am \_\_\_\_\_, a student at \_\_\_\_\_  
(Your Name) (School Name)

High School. I called you to set up a possible internship for me on \_\_\_\_\_ . I am  
(Date)  
 calling to confirm that and to 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 \_\_\_\_\_.