**PRE-INTERNSHIP WORKSITE SUPERVISOR INTERVIEW**

Before you begin your internship, set up a meeting with your worksite supervisor to discuss the learning opportunities that are available at the workplace. Sample questions on *page 10*.

**CONFIRM YOUR INTERVIEW**

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

Hours of Internship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Internship Site Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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) Ask what the appropriate dress is for employees of the company, if you are not sure.

\_\_\_\_\_\_\_ 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 instructor about the outcome.

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