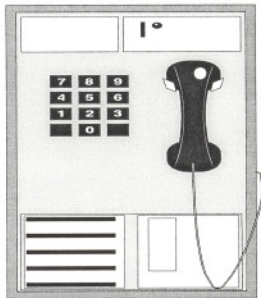


Student: _____

CALLING FOR A JOB INTERVIEW

1. What should you do before picking up the telephone?
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.



CALLING FOR A JOB INTERVIEW

Ring, ring.....



- Student: May I please speak to Mr. Jones. I am a student in Mrs. Gubing's Co-op Program at Smithtown High School. I am interested in making an appointment for a job interview for the sales clerk position. My name is
- Secretary: Yes, hold on please. I will get Mr. Jones.
- Mr. Jones: Hello, may I help you?
- Student: Mr. Jones, I am a student on Mrs. Gubing's Co-op Program at Smithtown High School. I am very interested in the sales position. May I make an appointment to come in for a job interview? My name is
- Mr. Jones: Certainly. Would you like to come in this Friday at 3 p.m.?
- Student: Yes, Friday at 3 p.m. will be fine. Will I be meeting with you at the store?
- Mr. Jones: No, see my assistant manager, Mrs. Brown.
- Student: Thank you Mr. Jones. I will be there on Friday.

Problems you can run into while calling:

- a. Wrong telephone number or no one answers the phone.
- b. The person whom you are calling is not in.
- c. You leave a message and the person does not call you back.
- d. You get an answering machine when calling.
- e. You cannot make the appointment or you wish to cancel the appointment.
- f. The employer starts to conduct the interview over the telephone.

OVERTIME ASSIGNMENT:

Call ~~361-2435~~ and ask to make an appointment with Mr. Jones for the cashier position.

382-2977