|  |  |
| --- | --- |
| **NAME:** | **SHIRT SIZE:** |
| **SCHOOL ATTENDING:** |
| **RESIDENTIAL ADDRESS:** |
| **Tell me about yourself:** |
| **Describe any work or volunteer experience you have.** |
| **How would this program benefit you?** |
| **Where do you see yourself after graduation?** |
| **Why should we select you?** |
| **Do you have any questions?** |
| **DRESS ATTIRE** | **EYE CONTACT** | **BODY LANGUAGE** |
| **Additional Comments** |

**OUTLINE FOR INTERVIEWER**

Introduce yourself

Give Summer at City Hall Overview

* Mandatory orientation Friday, June 12th from 9-12pm
* Class is seven weeks beginning Monday, June 15th and ending Friday, July 31st
* Classes are Monday through Friday, 8:30 am – 12:00 pm at City Hall
* A 36 hour internship is required as part of the program
* Internships are scheduled Monday through Thursday after class with a total of six hours per week
* Full class attendance and completion of the internship hours are required to earn the 5 credits and stipend at the end of the program.

**INTERVIEW the APPLICANT**

Thank you for applying for the Summer at City Hall program. You will be notified before the end of may if you have been selected to participate in the program.

Do you have any questions for me

This concludes our interview. Thank you for coming.