



ALLEN PARK PUBLIC SCHOOLS

an uncompromising commitment to excellence

Allen Park High School

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John R. Kelley, Principal

Karen Moran, Assistant Principal

Michael S. Dawson, Assistant Principal/Athletic Director

February 2020

Dear Potential Professional Interview Day Participant,

Allen Park High School is proud to be sponsoring our 13th annual Professional Interview Day on **Thursday, March 26, 2020**. This day provides all 11th grade students with an authentic experience in job interviewing, and help is needed from area professionals. You can choose to be a part of this event by participating in the morning session, the afternoon session, or all day. Below is a synopsis of the day's activities.

- **Morning or All Day session:** Check-in begins at 7:30 am in the Main Gym. Students will have their first interviews at 7:50 am. The morning session ends at 10:45 am.
- **Afternoon session:** Check-in begins at 10:45 am. The students will have their first interviews at 11:00 am. The afternoon session will end at 2:40 pm.
- A continental breakfast is provided for our morning volunteers and afternoon all-day participants are invited for **lunch, scheduled from 12:00pm to 12:30pm**. Interviews will be halted during the lunch period.

Students will have three 12-minute interviews with one or two adults, depending on the number of professional participants. Although we hope students will meet a professional in their area of interest, the ultimate program goal is the actual experience of interviewing.

You will be stationed at a table in the gymnasium, and students will be joining you through a class rotation. We will provide a feedback form for you to rate our students and provide comments on their performance, which you will review with them once the interview is complete. During any given hour, you may have up to four interviews. Students will ask you to sign a form once they have completed their interviews so that we can track their participation.

Parking is available in front of the school, in the front administrative lot, or in the Allen Park Center for the Arts parking lot on the west side of the building.

If you have any questions or would like to participate this year, please complete the attached Professional Interview Day Commitment Form and email to **Denise Crank** at crankd@appublicschools.com or mail to her attention at **APHS, 18401 Champaign Rd., Allen Park, MI 48101**.

Sincerely,

APHS English Department