## AIRLINE PILOT
## PRE-INTERVIEW CHECKLIST

### PRE-INTERVIEW

**Interview offered:**

- Research the company thoroughly. Know it inside and out. Check company’s web site for press releases and news and search the internet
- Gather documents: logbooks, college transcripts, updated resumes, references, etc
- Review your aircraft systems/FARs/AIM
- Mock interview practice. Very important to obtain necessary interview skills! Practice answering questions in front of a friend or family member, or hire a professional interview coach. Practice your handshake, eye contact, energy, posture, etc. Video tape it if possible

### One week prior:

- Confirm travel, hotel, and car reservations as required
- Get suit pressed, shoes shined
- Assemble complete interview outfit and wear it to a men’s clothing store for a professional’s evaluation
- Conservative haircut
- Stock briefcase with pens, notepad, resumes, breath mints, directions, and supporting documents
- Further practice answering interview questions, refining your answers. Memorize ideas you wish to share, not worded answers

### One day prior:

- Travel to interview location
- Confirm appointment time and directions to interview site
- Have a backup plan for any transportation problems (cont.)

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INTERVIEW

The big day!

• Be the consummate professional
• Arrive 5 to 10 minutes early
• Pop in a breath mint if needed
• Smile and give solid handshake
• Show energy and enthusiasm
• Eye contact
• Listen to the question
• Do not exaggerate
• Answer questions concisely, providing examples
• If you don’t know an answer, don’t try to bluff your way through

POST-INTERVIEW

Thank and evaluate

• Send a short thank you (handwritten is OK) letter
• Evaluate your interview. What were you unprepared for? What went well? What would you do differently if given the opportunity?
• Regardless of outcome, you gained valuable interview experience today

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