

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.)

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