



## Aviation Careers and Interview Training

### Auburn Aviation Association Introduction

1. Facilitators-
2. AAA President-
3. AAA Board
4. AAA Scholarship Chairman-

**MENTORING-** A Career in Aviation involves mentoring. We are some of your first mentors. We are here to help you learn how to interview for a job or scholarship. **YOU need to seek out mentors.** Find someone doing what you want to do and ask THEM how they did it.

**PROPWASH PUBLICATION**     <https://aaa2.wildapricot.org/>

**INTRO VIDEOS-** “Careers in Aviation “, “USAF Reserves”

**COLLEGE FUNDING** - “College via the USAF Reserve, Air National Guard, Army National Guard”

### OVERVIEW OF OUR COURSE

1. Preparation for Interview
2. Interview Day
3. Conduct During Interview
4. Follow up after Interview
5. Practice Interviews- 2 Interviewers/ 1 debrief
6. Career Expert Advisor Resource- ATC, Military, Airline, Flight Training

## PREPARATION

1. **Life Preparation –**
  - a. **Goals-** Set Goals! 1, 5 and 10 year Education and Career Goals
  - b. **Social Media-** Employers WILL look at: your profiles, posted videos and pix of parties, drinking, driving, etc. Things that are funny to you may NOT impress a potential employer. Plan on having EVERYTHING you post on the web to remain there permanently. Everyone can view it for the rest of your life. Remember, items posted on the web can always be “screenshot” by others and reposted in a public domain. **AOPA:** " If a video reaches the internet, it may be out there forever for everyone to see, including the FAA, future employers, and someone who is looking for any reason to file a complaint."
  - c. **Appearance-** Airline/Aviation grooming policies: No visible tattoos. Men: hair off of the ears and collar, no full facial hair, no facial jewelry or earrings. Women: conservative hair style, no facial or nose jewelry, no lipstick
  - d. **Attitude-** Airline/ Aviation firms want candidates to have the right attitude and work ethic. Do not expect instant success and promotion. A positive attitude towards an employer and the job you’re seeking is VERY Important!
2. **Email Address-** JaneandJohnDoe@gmail.com
3. **Resume-** Create a list of accomplishments and work history. (Resume Paper!) Examples online
4. **Application-** How do you fill out an application? Online- cut and paste. Hand written- NEAT. Use “keywords” from the job description or job posting. ( Search: “keywords” online)  
**Keyword Example- Job Description Training Manager:** •Ensures high standards and delivery of instructional activities. Is responsible for correct execution of all contracted training ensuring compliance with regulations.
5. **Letter of Recommendation-** Ask a teacher, coach or previous employer to write a positive letter about you. 2 or 3 letters is even better.
6. **Research-** Learn something about the company or organization- BE informed. Attend Job fairs. Networking with likeminded peers and attending “face to face” job fairs is critical for an aviation job. You will travel through your career with many of these people! Aviation is a very small world. **Create 2 or 3 questions** to ask the interviewer based on the company. This is VERY important-It shows your preparation and interest in the job.
7. **Study and Prep for the interview**
  - a. Develop a library of stories and experiences for difficult questions. REMEMBER – EVERYONE FAILS AT SOMETHING. It’s what we do next that COUNTS.
  - b. Review interview questions online and create answers. Prepare for difficult questions. Example: Give an instance of a something you failed, a course, making a team, etc. Answer by turning the event in to a learning experience and how the failure made you better. Why were you fired from a position or job?“ It wasn’t a good match for me or my employer.” If you do not know the answer to a question, admit it. **Honesty is important!**

8. **Job/Scholarship interviews**- High dollars earned for the amount of time spent. **INVEST the TIME!**
9. **Practice interviews**- Have a parent or friends ask you interview questions from your library. Video your practice interview with your Phone or iPad.
10. **Seven IMPORTANT Body language techniques to practice- VIDEO: "Body Language"**
  - a. Greeting and handshake- "Hi I'm \_\_\_\_; it's nice to meet you." Handshake- firm and about 2 seconds.... Smile and repeat their name: "Nice to meet you Mr. Smith."
  - b. Posture- Sit up straight and lean slightly forward, feet flat on the floor.
  - c. Relax- slow your breathing. Take a few seconds of silence before answering questions
  - d. Hands- fingertips together or on your thighs. Minimize hand gestures. Hand gestures should be palms up.
  - e. Eye Contact- VERY important! **Technique:** Left Eye to Right Eye and occasionally to mouth then repeat. Do not stare, look at floor or gaze away. If you must look away- Look UP. Practice, practice, practice. Learn to make good eye contact part of your conversation skills with everyone.
  - f. Address the person that asked the question but look at every other interviewer as you provide your answer.
  - g. Lying signals- touching your face, ears, hair, anything on your head is an indication of insincerity. Honesty is always the best policy. Preparation for the difficult questions will enable you to be honest
11. **INTERVIEW VIDEO –"Interview Dos and Don'ts"**
12. **When planning for your "career job"**, get professional interview training. This is money well spent when seeking a job with high earning potential. <http://www.cageconsulting.com>
13. **Attire**- What is the Appropriate Dress for the interview? Uniform, Tie, Dress, Slacks, Casual? \*
14. **Get a good night rest prior.** Organize your clothes, organize your documents, take a pen, and go over directions to the appointment site.

## INTERVIEW DAY

1. **Eat a good meal, Minimize caffeine and Depart home early.**
2. **BE ON TIME!** Arrive for the appointment- 15-30 minutes early. **Aviation is a job that REQUIRES us to BE ON TIME! If the flight briefing is 08:00, on time arrival is 07:45**
3. **Mental Prep**- Remember, you have "made it" this far because you are qualified for the job. They WANT to hire you. "Pretend" that you will be talking to your friends or family during the interview. RELAX. Be YOURSELF- that is who they want to hire!
4. **Waiting Room**- Cell Phone – **OFF!!!!!!** No texting, web surfing, etc. until you are back in your car. Sit down and Relax. Review your resume. Be courteous and polite to other applicants, but keep conversations quiet and subdued.

## CONDUCT DURING INTERVIEW

1. **Introduction-** Handshake, WAIT for the invitation to be seated
2. **Hands-** put “fingers together” so as not to fidget with hands. RELAX, slow your breathing
3. **Posture-** Sit up straight and lean slightly forward
4. **Eye contact-** Use the techniques you’ve practiced at home.
5. **Language-** USE PROPER ENGLISH! Keep answers short and to the point. Do not ramble.
6. **Difficult questions:** Take a moment to collect yourself, draw from your home prep, then reply.
7. **YOUR Questions-** You will be invited to ask a question or two following the interview. This is where your research and preparation will be useful. Ask something appropriate about the company or scholarship program. Ask for their Business Card.
8. **Offer your Resume and Letters of Recommendation**
9. **Thank you.** Look each interviewer in the eye, shake their hand and thank them for inviting you to the interview. You will most likely not remember their names. Use “Sir or Ma’am” instead. Keep it simple!

## FOLLOW UP

1. **Send a Thank you card or Email** to the employment/scholarship office following the interview. If you don’t get hired, the Thank You card will be in your file for the next interview (advantage of the card vs Email). According to a recent “Top Resume” survey, sending a well-crafted email or thank- you card within 24 hours of a successful job interview could be the tipping point that catapults you to the top – or bottom – of the finalist pool. Your thank-you note, according to industry experts, should: A. Thank the person for meeting with you. B. Mention something you liked about the interview. C. Reiterate your interest in the job/scholarship.
2. **Debrief** – Reflect upon your performance during the interview. What would you do differently? What did you do well? What will you add to your preparation for the next interview? Take notes for use in preparing for your next interview. REAPPLY IF NECESSARY!
3. **Job Fairs, Career Counseling (Sierra J.C. “Career Connections”), Always Take Your Resume!**

## BOEING AVIATION JOBS OUTLOOK- pix

## VISUALIZATION OF SUCCESS- Ken Dwelle- Reno Air Races- Course Record T-6 (chair flying)

1. Do Visualization Techniques work?
2. What did I want to be? What do YOU want to be!

## INTERVIEW PRACTICE AND CAREER ADVICE

1. Practice Introduction, Handshake, and Eye Contact. Interviews \*
2. Debriefing of your performance ( worksheet)

## CREDITS AND RESOURCES

1. **Auburn Aviation Association:** <http://www.auburnaviationassociation.org/scholarship.html>
2. **Aviation Interview Prep Course-** <http://www.cageconsulting.com>
3. **Boeing Career Outlook-**  
[http://www.boeing.com/resources/boeingdotcom/commercial/services/assets/brochure/pilott\\_echnicianoutlook.pdf](http://www.boeing.com/resources/boeingdotcom/commercial/services/assets/brochure/pilott_echnicianoutlook.pdf)
4. **YouTube Interview Videos:**
  - a. First Job Interview <https://www.youtube.com/watch?v=GmzYrjAsDng&t=6s>
  - b. Millennial Interview <https://youtu.be/Uo0KjdDjr1c>
  - c. Interview Do's and Don'ts <https://youtu.be/S1ucmfPOBV8>
  - d. 7 Body Language Tips <https://youtu.be/PCWVi5pAa30>
5. **YouTube Motivation Videos:**
  - a. Careers in Aviation and Space <https://youtu.be/s3HSzSfsmkQ>
  - b. USAF Reserves – Capt. Dailey <https://youtu.be/Kp7rT2zKTIY>
  - c. USAF Reserves- 1<sup>st</sup> Lt. Jason <https://youtu.be/CwEntKr8qDc>
  - d. USAFR Career Opportunities <https://youtu.be/YI-DEpyJqt0>
  - e. Tuition and More, Air National Guard - <https://youtu.be/MoodOO4qm0Y>

**California USAF Reserves** <https://afreserve.com/how-to-join>

**California and Nevada Air National Guard** <https://www.goang.com/locations/california>

<https://www.goang.com/locations/nevada>

**Army National Guard Aviation** <https://www.nationalguard.com/>

Reserve and Air Guard Squadrons and Aircraft in California and Nevada

**USAFR-** C-5, C-17, KC-135, KC-10

**CANG-** F-15, C-130 C-130-MP, HH-60 Helicopter, **ARMYNG-**H-64,CH-47,UH-72,UH-60

6. **Dress For Success-** T.J. Molloy **Code of Distinction-** Cynthia R. Grosso \*

## COMMON NONVERBAL MISTAKES MADE DURING JOB INTERVIEWS

**67%**  Fail to make eye contact

**47%**  Have little knowledge of the company

**38%**  Don't smile

**33%**  Have bad posture

**33%**  Fidget too much

**26%**  Have a weak handshake

**21%**  Play with their hair or touch their face


**21%**  Cross their arms over their chest


**9%**  Use too many hand gestures




In a survey of more than 2,000 hiring managers, **33%** claimed to know whether or not they would hire someone within 90 seconds.

## STATISTICS SHOW THAT FIRST IMPRESSIONS ARE DETERMINED BY:

**55%**  The way you dress, act, and walk through the door

**38%**  The quality of your voice, grammar, and confidence

**7%**  The words you choose to say

## THINGS THAT HAVE AN IMPACT ON FIRST IMPRESSIONS

**70%** of employers claim they don't want applicants to be **overly fashionable** or **trendy**

**65%** of hiring managers say clothes can be the **deciding factor** between two similar candidates

### BRIGHTLY-COLORED CLOTHING IS BAD



## PRACTICE INTERVIEWS

### A.

1. \_\_ Handshake- 2 seconds. Grip for Man Vs Women
2. \_\_ Greeting- "Hello, I'm \_\_\_\_." "Nice to meet you \_\_\_\_"
3. \_\_ Posture
4. \_\_ Eye contact- Look at eye color, left, right, mouth. Break eye contact every 5-10 seconds. Pretend you're looking at a painting
5. \_\_ 2 Difficult Questions. Discuss these topics first:
  - a. Where do you live?
  - b. Favorite school subjects and subjects you do well?
  - c. Favorite sports or school activities?
  - d. Hobbies?
  - e. Future Plans or Goals

#1. Tell me about yourself in 1-2 minutes- Use points above

#2. Give an Example of a Failure or Substandard Performance.

  - a. Issue?
  - b. Correction :
5. \_\_Your Questions?
6. \_\_ Closing- Look interviewer in Eye, Shake hands and Thank them.

### B

#### Interview Debrief:

1. How did the interview go for you ?\_\_
2. Would you do anything differently ?\_\_
3. Take Notes ! \_\_

## EYE CONTACT TECHNIQUE

Eye contact- Look at the eye color, left eye, right eye, nose, mouth. Break eye contact every 5-10 seconds. This is similar to a pilot's "instrument crosscheck." Pretend you're looking at a painting. When you look away- Look Up, Look Away, but NEVER Look Down.



## BE ON TIME !!!!!

**REMEMBER:** If the Meeting, Briefing, Appointment, or Start Time is "on the hour" .....15-30 minutes EARLY IS ON TIME !

This is VERY Important.

In Aviation: It is Expected.

Everywhere Else: It Puts YOU Ahead of Almost Everyone !

