

## I Got the Interview!! (OK, Now what?)

So you scored that big interview. Congratulations!! What's next? There is so much to do. It's stressful, and you only have one opportunity to make a great first impression. For pilots looking to move up the ladder, the bar to entry is high. Interviewers are industry vets with serious time under their belts. They work in a culture with tough standards. How do you put your best foot forward and stand out from the crowd?

The answer is twofold: 1) have a strong work history with well-written resume, and 2) make a memorable first impression. Consider not only your wardrobe and grooming, but also how you convey, in subtle ways, that you are a serious, detailed oriented professional, and you want this job. Just envision those poor, tired interview board members, sitting through countless meetings with shiny-eyed candidates. How do you stand out?

Here is a collection of our suggestions:

1. Get your logbook entries updated and scrub them. Review entries with a fine-tooth comb. Consider having your logbook professionally audited (it is difficult to see your own errors). Be sure all numbers total up to avoid embarrassing explanations later. (For logbook audits, contact our partner [www.aculogconversion.com](http://www.aculogconversion.com).)
2. Now is not the time to save money with a DIY logbook solution. If you are not already using a commercial program, consider migrating to one. Some companies that can assist with paper-to-digital transcription as well as software migration. Take a look at LogTen Pro, Logbook Pro, Crew Lounge, MCC Pilot, MyFlightBook, ZuluLog, and SafeLog, among others). While some pilots grumble about ongoing software subscription fees, remember--you're a professional--and you need professional tools. Logbook software is a tool that makes your life easier and will pay for itself many times over.
3. Generate a solid, well-written resume (limit to 1 page). Hire an expert to assist with this. Focus on critical "need to know" information.
4. Use the highest quality paper you can afford when printing resumes. Watch your formatting. Studies show that "good old boring" Times Roman is the easiest font to read on printed paper, while Arial is easier to read on an electronic screen. Mixing two fonts in a resume adds polish but don't overdo it. Arial for headings and Times Roman for body text is enough, and a win-win combo. Avoid clever fonts that detract and shout to the world that your 14-year old helped you. Bring extra copies of your resume (at least two more than you think you will need).
5. Have business cards printed. This may seem like an unnecessary detail but imagine the impression you'll make. You've signaled that you're a pro, you understand the game and recognize the importance of the little details.
6. Bring a logbook you will be proud to display. It showcases your flight career and polished presentation materials are a huge confidence builder. Disarm even the grumpiest interviewer. ("Wow, that's a nice package you brought. You sure are organized.") Be strategic about what you include. Organize it. Tab it. Avoid post-its and other hand-written temporary tools. Use printed labels instead.
7. Consolidate your logbook entries into one logbook when possible. Transcribe your paper logbooks or have a pro do that for you. Bring one cumulative logbook containing all your flight time. Include copies of your certificates and endorsements in the main logbook under a tab. If you don't have the time to do a full transcription, consider including "bulk entries" to bring your paper logbook time forward in blocks of time. See our article on the Interview Resources page entitled "*Bulk Entries (for adding carryover time from old logbooks)*". Include a variety of summary documents and place them at the FRONT of your logbook. These have a high value to interviews.
8. Bring your paper logs with you. You can choose one of these: 1) leave them in your briefcase, explain that your digital logbook is cumulative, and ask if they want to see them, OR 2) pack them in a nice clear plastic pocket (included if you order either of our logbook packages) and add a Logbook Inventory Table as a cover sheet (sample on Interview Resources page). With this level of polish, it is unlikely they will bother reviewing your old books.
9. We strongly recommend bringing a briefcase, nice computer bag or zippered portfolio. Do not bring a backpack, flight bag or (heaven forbid) bags to carry materials to an interview (yes, we have heard the stories about Wal-Mart bags at interviews).

10. Interviewers are people. Your JOB is to make their JOB easier. Including visual aids, summary reports and tables makes it easier for interviewers to review your materials. Use the organizer tabs to divide your logbook report into chapters and include a master Table of Contents at the front of the binder.
  11. As you assess the costs of the upcoming interview-- the prep courses, logbook software, new clothes, business cards, logbook binders, tabs, printing, and more, keep the goal line in sight. Every dollar spent is an investment in a career worth millions of dollars in future earnings.
  12. Remember interviewers have been through and survived this same process, so they usually have empathy for nervous candidates. A strong one-page resume and presentation package will empower you and may mitigate any small missteps along the way.
  13. Think about how much you'll enjoy hearing "You're hired!" Good luck with your new career!
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