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LOGBOOK GOUGES

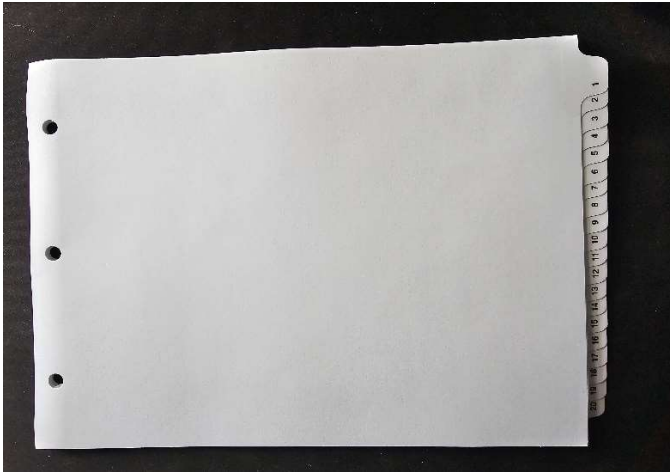## BEST PRACTICES TUTORIAL FOR ORGANIZING YOUR LOGBOOK

When preparing for an interview, it is critical to have your logbook in pristine order. Interviewers have high expectations. A polished well-organized logbook signals professionalism, good organizational skills, and attention to detail. More than just a logbook, it is a sales tool. Since your job is to make their job as easy as possible, organizing is key. Your reward should be zero questions about your logbook. We can help you achieve that goal. Each tool in the **Airline Interview Package** and **Basic Logbook Package** has a job to do. Below are instructions on putting together a logbook designed to impress. Be mindful that this is an "art" not a "science" project, and most everything we suggest is by way of suggestion and extra credit. Our templates are samples that need to be adapted to your real-world situation. In this document, we'll describe the differences between the two packages and how to utilize what's included in each:

CONTENTS of BASIC LOGBOOK PACKAGE and INTERVIEW PACKAGE (BOTH contain the following 5 items)

1. **Logbook Binder.** Insert your organizer tabs, logbook and related paperwork in the logbook binder. Additional paperwork that is to be handed out and not returned to you (copies of resumes, other required paperwork) should be placed in a separate portfolio.

2. **Paper.** We use laser-quality 24lb paper. Each pack contains 200 sheets (for 400 double-sided pages). One pack is included in your package. Additional paper is available on our Accessories page. (**Note:** If we do your printing, we will ship all unused paper, pre-drilled, to you). If you source your own paper, you will need to punch it on the short edge using an adjustable hole puncher. Note that most print shops do NOT offer paper punching on the short edge as a service, so be prepared to purchase an adjustable punch (Amazon is your best source).

3. **Organizer Tabs**. Six cardstock pre-printed tabs separate your logbook into sections--like chapters of a book. *1. Table of Contents, 2. Flight Experience, 3. Logbook, 4. Training, 5. Miscellaneous and 6. [Blank].* (Note that plain tabs are also available on request if you need something completely custom. Please contact us to discuss options.)
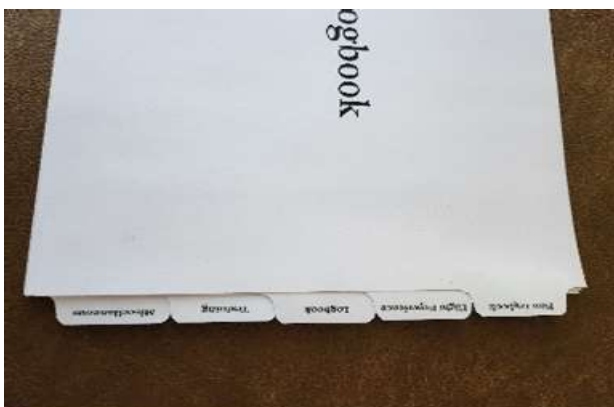
4. **Milestone Mini-Dividers**. These dividers are for identifying pages containing important milestones. We include 20 pre-numbered milestone mini-tabs in each tab set. Each mini-divider is placed <u>in front of the page where the milestone event occurs</u>, making it easy for a review panel to find that entry in your logbook.

Highlight the milestone event in your logbook using a yellow highlighter.

5. **Paper Logbook Organizer**. This clear plastic expandable organizer is an attractive way to contain your paper logbooks while keeping them neat and accessible. We suggest you label each paper logbook (use a label maker or address labels). Print Your name, the Logbook #, and the date range on each. Attach the label to the logbook cover. Insert your paper logbooks in the organizer. If you have a lost/stolen logbook, prepare a *Lost/Stolen Logbook Affidavit* (see *Interview Resources* page for sample file). You can insert the affidavit in place of the missing logbook. For military pilots, insert your military logbook paperwork. Contact us if you need suggestions. The picture below is the large organizer included with our Interview Package. A similar version (without the trim and smaller capacity) is included with the Basic Logbook package.

Prepare a **Logbook Inventory** cover sheet listing ALL your logbooks including your digital logbook (see *Interview Resources* page for template or use the on-line document generation feature described below). Place the Inventory cover sheet on top of

your paper logbooks and close it. While it is unlikely that the review panel will review your paper logbooks, you must bring them.

John C. Pilot				
Airline Transport Pilot - Certificate #3966843				
LOGBOOK INVENTORY				
Logbooks Presented	**Format**	**Date Range**	**Condition**	**Notes**
Logbook **#1**	Paper Logbook	4/16/2017 to 9/14/2018	In my possession	Training/General Aviation
Logbook **#2**	Paper Logbook	9/16/2018 to 4/15/2021	Stolen	Stolen with flight gear when vehicle was broken into. Reconstructed.
Logbook **#3**	Electronic Logbook	4/16/2017 to Present	In my possession	Cumulative

NOTE TO REVIEW PANEL:

All flight time contained in my paper logbooks has been transcribed, with each flight having been incorporated into my Electronic Logbook. All flight hours in this electronic logbook, and the summaries, is complete and cumulative.

For the convenience of the Review Panel, copies of my original certificates and endorsements can be found under the "Training" tab in this Electronic Logbook binder.

ORGANIZING YOUR LOGBOOK BINDER

Tab 1: Table of Contents

Insert your Table of Contents here (template available on *Interview Resources* page).

<p style="color:red; text-align:center">SAMPLE ONLY – INSERT YOUR PERSONAL DATA</p>

[PILOT NAME]	
LOGBOOK TABLE OF CONTENTS	
TABLE OF CONTENTS	
	Master Table of Contents
FLIGHT EXPERIENCE	
	Flight Experience Report (use whatever overview/career summary is provided in your software program)
	Charts/Graphs (nice to have if supplied by your software program)
	Any other summaries you can generate
LOGBOOK	
	Milestone Table
	Electronic Logbook
TRAINING	
(THESE ARE EXAMPLES! MODIFY AS NEEDED – Samples below are civilian - for military pilots, insert equivalent certificates/paperwork. Make copies of all important training paperwork from paper logbooks, etc. and include them under this tab)	
	Private Pilot Certificate
	Instrument Rating
	Commercial Pilot
	Certified Flight Instructor
	High Performance/Complex Endorsement
	Airline Transport Pilot Certificate (ATP)
MISCELLANEOUS (everything here is discretionary – your choice; whatever is applicable – SAMPLES:)	
	Current Medical Certificate

Tab 2: Flight Experience

Insert your flight experience (summary reports) here. We recommend staging them here so they will be the first items to be reviewed. Most commercial software programs offer a variety of experience overview documents. These have a high value to the interview team! Examples are flight experience tables, charts and graphs. They offer a quick 360-degree view of your flying experience. Include at least one, preferably more, as each one showcases a different strength (for example, LogTen™ offers many graphs such as time by class, aircraft type, year, etc.) Your ability to generate these reports is limited to the options available in your logbook software. If you do not have summaries, create one using Excel. **TIP**: Be strategic. Place the most important summaries first. Call us if you need assistance with generating these reports.

Tab 3: Logbook

Insert your **Career Milestone Table** and **Logbook report** here.

First, create a *Career Milestone Table* (template available on *Interview Resources* page). This table should include every major event in your flying career (certificates, endorsements, type ratings, upgrades, etc.). Military pilots should adapt it to suit their flying experience. If you have transcribed all of your paper logbook time to digital format, flight by flight, then your logbook is cumulative and complete. When building your table, assign a number to each event that has a corresponding entry in your electronic logbook. If that event was achieved in a sim and you did not record that sim time, insert "SIM" in the table instead of a number. Sample templates are available on the *Interview Resources* page.

Next, insert your Logbook Report directly behind the Milestone Table.

	John C. Pilot			
	Airline Transport Pilot - Certificate #3966843			
	AVIATION CAREER MILESTONES			
Tab #	Date	Milestone Event	Outcome	Remarks
1	December 1, 2017	Private Pilot Certificate	Pass	Initial Training
2	October 11, 2018	Instrument Rating	Pass	
3	January 29, 2019	Commercial Pilot Certificate - ASEL	Pass	
4	June 27, 2019	CFI – ASEL	Pass	
5	August 18, 2020	Commercial Pilot Certificate - AMEL	Pass	
6	October 27, 2020	CFI – Instrument Add-On	Pass	
7	December 6, 2020	SIC LR-JET	Pass	
SIM	July 20, 2022	ATP - Type Rating CL-65	Fail	
SIM	July 28, 2022	ATP - Type Rating CL-65	Pass	
SIM	January 13, 2023	Type Rating A-320	Pass	
SIM	December 14, 2023	Last Recurrent Checkride	Pass	Last recurrent

IMPORTANT: Check your interview invitation email for any company-specific requirements that need to be included in your table.

Lastly, tab your logbook using the numbered milestone "flags." Locate each event in your logbook and place the appropriate numbered flag at the end of that row. If SIM, leave blank. (Think of the Milestone Table as an index to your checkrides.)

NOTE: If you use the "bulk entry" method to carry forward blocks of time from paper logbooks, see *Career Milestone Table 2* on the *Interview Resources* page or call us for advice on how to tab your logbook.

Tab 4: Training

Insert all training-related documentation here. Examples include copies of certificates and endorsements from paper logbooks, Flight Safety records, – This tab is optional but many pilots will scan or copy and print the endorsements and certificates from their paper logbooks and drop them here. While this may seem like unnecessary duplication, it encourages the interviewer to focus on your integrated electronic logbook. Also, having a copy of these important signed check rides may help with reconstruction if a logbook is ever lost or stolen. Some pilots prefer to build a table of their certificates (sample on *Interview Resources*) and include that in lieu of or in addition to the copies. The choice is yours to make.

Tab 5: Miscellaneous

Include any other documentation relating to your flying career such as your current medical certificate, copies of letters of recommendation, military records, and training records. Have all your important historical information in one place. Update your binder as time passes so it's always up to date.

Tab 6: [BLANK]

Use this tab at your discretion. One use is to safely store your extra logbook paper.

ON-LINE DOCUMENTATION GENERATION FEATURE

We now offer a convenient on-line feature where you can automatically generate both the **Logbook Inventory** and **Milestone Table**. Simply follow the link at the bottom of the email we provide, enter your data, and click SUBMIT. We will email your documents ready-to-print. NOTE: The link times out 4 days (96 hrs) from time sent, so just write or call if it expires and you need a time extension.

AIRLINE INTERVIEW PACKAGES: The interview package includes all of the above, plus these additional 3 items. Note that each of these items can also be purchased a la carte from our Accessories page. Here's how to use them to your advantage:

1. **Logbook Pouch:** This 9x12 clear top-loading pocket fits within the logbook binder rings. It is ideal for safekeeping any important or original items you bring to an interview (passports, licenses, etc.) Inventory them the night before and no need to pull out your wallet. Pilots have used thee to hold sealed transcripts, showcase diplomas and personalize their logbooks with a "my story" collage. One pouch is included in the Interview Package. You can oder additional pouches on our Aviation/Accessories page. https://www.prosoftbinders.com/product-category/aviation-binder-products/aviation-binder-accessories/

2. **Portfolios:** You will have chosen one of the following portfolios with your Interview Package. Portfolios are for neatly carrying extra paperwork such as resumes and other hand-outs.

Padfolio. The padfolio holds standard letter paper in portrait mode. Left/Right pockets are for containing extra resumes etc. You can insert a legal pad in either pocket to convert it to a writing tablet. The Padfolio is a good option for companies such as United that do not ask you to bring much ancillary paperwork to the interview.

Ring Binder. The ring binder shares the padfolio design, but with three ¾" rings. This may be a good option for companies such as Delta that have you deliver more paperwork in person. Standard 8.5 x 11 index tabs and binder pockets fit this binder. Your unpunched paper can be organized and slipped into binder pocket inserts (readily available on Amazon-- search *"binder pockets"*). Most pockets hold 5-10 sheets each, some are double sided, and there are pockets with a side load closure for bulky items or a large group of papers. We do NOT recommend using standard page protectors as they are designed for a single page and the flimsy plastic makes it a time-consuming process to extract paperwork. This slows down the interview process and will annoy the panel. Pocket inserts are a far better solution.

Zipper Portfolio. If you prefer a larger-scale landscape portfolio, the zipper portfolio has more capacity for carrying old paper logbooks and miscellaneous paperwork. There is a pocket you can later use for your iPad, and a zippered pocket holds pens. The zipper keeps everything in place. ***Note:*** *The Logbook Binder will not fit inside the zip portfolio*.

3. **Business Cards:** These add a nice touch to your presentation. We include name, title (Airline Transport Pilot, etc.), address, phone and email. Insert one in your logbook business card holder and place them strategically with your other paperwork. A pack of 20 is included.

OTHER HELPFUL TIPS

PRINTING. We offer optional printing services. Before tackling this yourself, consider the complexity of printing double-sided split logbook reports. There are 3 choices for printing: 1. Let us do the printing, 2. take your job to a print shop, or 3. print it yourself. In order to produce clean reports, you need a good quality printer (preferably laser) with true duplex (double-sided) capability. You will burn through a lot of ink printing logbooks so, if printing yourself, insert a fresh cartridge before beginning. Also, be sure to set the printer to landscape and "Short-sided printing" or your left page will be printed upside down. Pay special attention to the orientation of the pre-punched paper. You'll need to switch the paper 180 degrees when printing single vs. double-sided pages. This gets tricky so contact us for help with this task. If you are not very savvy with printers or have a budget home model, we suggest having it professionally printed.

BRIEFCASES. You will have a lot of material to carry to an interview or meet-greet event. We've heard stories about pilots bringing plastic bags and rubber-banding paper logbooks (yes, this really happened). Rather than a backpack (which reinforces a college student image) or scruffy flight bag, we suggest a classy quality briefcase or bag. Your clothing, shoes, and accessories will be scrutinized and judged so bring your best self. Consider your briefbag as an accessory. If you don't have a briefcase and prefer not to invest in a good one, consider our **pilot briefcase rentals**. For $65 (which includes a return shipping label) you can rent a high-end Coach or Jack Georges leather briefbag (retail price tags $500-800). There are many colors and designs to choose from and you won't have to "eBay" it later.

PRE-INTERVIEW LOGBOOK PREP. Take advantage of our free Pre-Interview Logbook Prep. There is no charge for this service. We will work with you to select materials to include in your logbook binder and organize them, making your logbook "interview ready." Contact us to schedule an appointment. Quick questions can often be handled by a brief phone call without an appointment.

See the *Interview Resources* page at **www.prosoftbinders.com** for all our tips, templates and sample material.

Best wishes to you!

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