



PILOT

RECRUITMENT PROCESS

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PHASE 1 - FIND QUALIFIED CANDIDATES

- ☐ JOB DESCRIPTION | Global Head of People & Culture will draft
- ☐ ADVERTISE | On our website (Jazz HR) & recruitment websites (if permitted to post)
- ☐ REVIEW | 'Vetted Contract Pilots | Saved Resumes | Posting Sites | Referrals
- ☐ VET | Refer to 'Silver Air Pilot Model' when vetting resumes
- ☐ TEST | Jazz HR or People and Culture will issue Hire Select CCAT (Cognitive) | CAST (Attention & Concentration) | EPP (Personality)' testing. Looking for a CCAT score of 18-32
- ☐ SHORT LIST | People and Culture creates a short list and sends Core Values PDF to potential candidates

PHASE 2 - SCREEN & INTERVIEW

- ☐ PHONE SCREEN | Recruiter will phone screen candidates and schedule interviews
- ☐ INTERVIEW | Will be conducted by one of our long tenured Pilots and then the Chief Pilot. Refer to 'Silver Air Pilot Model' post interview to see if the candidate aligns with what we are looking for...
- ☐ FINAL INTERVIEW | Schedule with Aircraft Owner or Lead Captain (if applicable)

PHASE 3 - HIRE & TRAIN

- ☐ FINAL DECISION | Use feedback from interviews and exams to choose candidate
- ☐ HIRE | People and Culture will send formal offer letter to chosen candidate
- ☐ TRAIN | Add to Monday Board and start 2-week Onboarding & Training Program

Pilot INTERVIEW QUESTIONS

1. What can you tell us about yourself?
2. What do you think makes an exceptional Pilot?
3. What has made you successful as a Pilot?
4. Tell us about a situation where you had to deal with a difficult client/passenger. How did you handle it?
5. What does excellent customer service mean to you?
6. Tell us how you prepared for your last flight?
7. Can you tell us about a time when you doubted your abilities?
8. What gets you excited about coming to work?
9. What is your goal in aviation in the next 3-5 years?
10. Tell me about a time you had a time you had to tell your boss something he did not want to hear and how it was received.
11. What is it about corporate aviation that you enjoy and what are some of the biggest challenges?
12. You previously worked for a major airline. What would you do if they called you back in 1 year or less?
13. What types of things do you enjoy doing in your free time outside of work?
14. Do you have any DUIs?
15. Do you have any failed FAA check rides or any FAA investigations pending or past?
16. Do you have a first class Medical and current passport?
17. Do you have any restrictions on travel to countries like Canada or the middle east?
18. Can we contact your last employer?