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Interview Questions

Travel department sends emails or calls crew members with travel changes:

1. How do you want these notifications presented? Calls, messages, both, or something different entirely?
2. Do the crew members need immediate notifications?
3. Do certain travel changes require more immediate attention from the crew members?

Crew sends vacation schedules to HR:

4. How far in advance would you like to receive the vacation requests?
5. Who would you like the vacation schedules to be sent to?

Weather updates are received through fax and email:

6. How would you like these updates to be communicated to you and how specific do the updates need to be?
7. How often do you need to be sent the weather updates? Is this an hourly task or only necessary during inclement weather?

Sets up schedule for crew two weeks out:

8. Do you decide the schedule or does the crew offer their availability?
9. What is the appropriate amount of time to set between shifts to account for weather delays and to abide by the 8 hour rest period?

Additional:

10. What features need to be accessible without WiFi?