



Aviation Personnel International

Congratulations – you are now an API candidate.

Please keep your login information noted as this is essential for keeping your information updated in the API portal such as type ratings, education, and relevant career changes.

What's next:

- ✕ You've been asked to write an autobiography. Please do not stress about this task. Keep it simple and no more than three pages. The purpose of this requirement is to get to know you. It will be kept confidential and will not be shared with our clients. It will not be "graded" in any way. Follow the instructions on the email you received requesting this autobiography.
- ✕ Once your autobiography has been uploaded to your API portal, the next step is a ZOOM meeting with our Candidate Services Manager. You will be sent a link to my calendar to schedule this 60-minute meeting. This is not an interview but an opportunity for us to get to know each other. All information discussed is confidential.
- ✕ When/if we have a potential opportunity that meets your objectives as discussed during the Post Auto Biography Zoom, you will be contacted. If you are interested we will proceed.
- ✕ Upon proceeding, you will be asked to sign an NDA.
- ✕ The next step will be a "Deep-Dive" discussion with a Project Manager. At this point, you will be provided with detailed information about our Client and the position they are looking to fill. If you are still interested, we will continue.
- ✕ The next step will be a Zoom interview with the respective Project Manager.
- ✕ If your needs align with the client we will ask that you provide us with three references to be uploaded to the API portal. Please provide the name, phone number, & email address:
 - Former Supervisor
 - Former or current Peer or CO-Worker
 - Personal reference (anyone who is not a family member)
- ✕ We then begin the verification process. You will be asked to complete the following;
 - Please upload a headshot to your portal. Keep in mind this is used in conjunction with presentations to our clients and needs to be a professional headshot.
 - You will receive an email to complete the API assessments, which will include all the details and instructions needed for completion.
 - You will receive an email to conduct our background check through CheckR.

When we are actively working with a client to fill a talent need, time is of the essence. Especially when it comes to the reference calls. We ask that you notify your references that we will be calling. We will not divulge any information about the opportunity for which you are being considered.

After the candidate presentation, you will have the opportunity to interview, in person, with the client at their location. This is your opportunity to gain an understanding of the operation and the company culture in person. We strive to assure that this will be a good match for both the candidate and the client.

Any questions please contact Christine Wetherell / Candidate Services Manager / Cwetherell@apiaviation.com