

UTFlight Internship Process (in Detail):

- UTFlight sends email invitation to all 4-year US based UAA Member, AABI accredited schools with aviation majors to confirm their interest in participation (Oct. 2012).
- UTFlight sends additional information via email to the interested schools to confirm our mutual expectations regarding the internship offering.
- Each school confirms the internship is a good fit for their organization, following receipt of additional information.
- UTFlight provides Internship check-sheets (via email) to each school for hand-out to students.
- School will advertise the program and solicit applicants, handing out the check-sheets to students from Oct, 2012 – Feb, 2013.
- School sets application deadline of Feb. 15, 2013.
- School reviews applications for completion and forward the applicant(s) package(s) to UTFlight by Feb. 22, 2013.

Attention: Aaron Comber
200 Signature Way
East Granby, CT 06026

- UTFlight reviews all applications received by the February 22nd deadline
- UTFlight selects a group of applicants and conducts phone interviews. UTFlight will then select two interviewed candidates by April 2, 2013 to participate in the internship. To facilitate the teamwork environment, the selected candidates will be from different schools.
- UTFlight contacts the students with a verbal offer. Upon the student's acceptance of the offer, the school will be contacted by UTFlight and UTC HR will be notified.
- UTC's HR representative will send a formal offer, and begin the screening process for the candidate.
- UTFlight will contact the students periodically between the time of selection and the internship to help the intern prepare to make the most of her/his experience. The internship coordinator will discuss career goals and interests with the interns and create an experience that is tailored to those goals. Interns will have an opportunity to study the UTFlight internship guide, learn about the company and select the positions they would most prefer to shadow. Additionally, the internship coordinator will be available to answer questions or concerns the intern has prior to arrival.
- UTFlight will conduct the internship on June 2-7, 2013. During this time, the internship coordinator will work very closely with each intern to facilitate her/his experience and help to assure that each intern achieves his/her goals for the week. By the end of the week, the intern will have been exposed to many levels of the inner-workings of UTFlight and gained a great deal of insight into how a successful, highly respected corporate flight department works from the inside-out.