

Veteran hiring guide

SOARING INTO THE FUTURE

Guiding veterans through
the hiring process



Collins Aerospace

Collins Aerospace has had a singular mission since day one: to redefine aerospace. It's not a tagline or an aspiration. It's a call to action. It's what we do each day, across every business, in every region, to break through the status quo, spark innovation, engage our employees and deliver for our customers.

We solve the toughest problems, then ask harder questions and raise the bar higher. That's who we are at Collins – and who you can be, too. We need your unique ideas, perspectives and expertise to continue building a more advanced, more autonomous, more connected, more electric and more sustainable future.

REDEFINING AEROSPACE ONE VETERAN AT A TIME

JOIN US IN CREATING THE NEXT GENERATION OF AEROSPACE TECHNOLOGIES

As a U.S. Military Veteran, you are among the most qualified candidates for Collins Aerospace jobs. Trained in leadership, responsibility and cooperation, you are well versed in the importance of teamwork. Exposed to the world's most advanced technology, you are prepared to tackle the toughest challenges in the aerospace and defense industry.

This resource guide is designed to guide you through the Collins hiring process. We encourage you to use the resources and tips provided.

TAILORING YOUR RESUME

Your resume markets your skills, experience and education to a prospective employer and entices them to schedule an interview. It should represent you in the best light and convince the employer that you have what it takes to be successful in the position you are applying for.

These suggested tips can help you tailor your resume to positions of interest:

HEADING

Include your full name, telephone number (with area code) and email address.

OBJECTIVE

Briefly describe what you want to do. Be specific and make sure it is compatible with the job you are applying for.

EXPERIENCE

List your employer's name, location and unit/squadron, if applicable. Also include your job title, starting date and ending date (month and year).

DUTIES AND ACCOMPLISHMENTS

In a short paragraph or bullet list, describe the action, impact, and outcome of your duties and skills as they relate to the job you are applying for. Focus on the last 10 years and summarize all other experiences.

EDUCATION

List the name(s) and location(s) of high school and college/university you attended. Include majors of any degrees you received. If no degree, show total credits earned, semester hours and anticipated graduation year. Recent college graduates should include a GPA.

OTHER QUALIFICATIONS

List your job-related training courses (title and year), skills, certificates and licenses. Also, list your job-related honors, awards and special achievements.

SECURITY REQUIREMENTS

Identify your security clearance level (Secret or Top Secret) and last date of use (separation or retirement date).

USE PLAIN LANGUAGE

Do not use acronyms or military terms that are not common outside of the military. Offer clear explanations for military terminology to simplify acronyms, rankings, duties and accomplishments.

A STRONG RESUME WILL:

- Establish your professional qualities and what you can will bring to the role
- Demonstrate your writing skills with clear, well-organized and well-written language
- Translate your military experience into civilian terms (avoid using acronyms)
- Clearly communicate your objective, qualifications and strengths

RESUME
Street Name: 1
70000 City Name
Tel: 0000 5555555
E-Mail: emailname@server.com

SUMMARY

- Experience in commercial engines development
- Expert knowledge in programming
- Strong experience in software design and architecture, animation, network programming, performance optimization
- 10 years of development experience. Worked on projects in various industries.
- Management of a small team of engineers

WORK EXPERIENCE

07/2007 - Present	Company Name Ltd. (United States) Lead Position Name Working on new innovative project
	<ul style="list-style-type: none"> • Sed sed ipsum et tortor ornare ullamcorper nec quis orci. • Suspendisse nec urna sit amet arcu volutpat imperdiet vitae et velit. • Donec et ipsum interdum, vulputate augue eu, aliquam ipsum. • Integer sed turpis tempus sem laoreet pellentesque vitae tincidunt diam. • Maecenas mattis mauris non neque fermentum, vel gravida turpis dignissim. • Aliquam rhoncus quam eu eros ullamcorper lacris.
01/2005 - 07/2007	Company GmbH Position Name Worked mostly on engine development:
	<ul style="list-style-type: none"> • Nulla non metus id neque tempor suscipit. • Suspendisse bibendum elit et nulla euismod, vitae aliquet lectus accumsan. • Nulla sed ipsum varius, imperdiet est malesuada, aliquam massa. • Aliquam vitae enim sit amet velit consectetur gravida in et lacus

ACADEMIC QUALIFICATIONS

2005 - present	State Technical University Post-graduate student. Doing research for dissertation
2004 - 2005	State Technical University Master's degree in Computer Science

APPLICATION – TAKE THE FIRST STEP

Tips for successfully applying for a job at Collins Aerospace

Your career with Collins Aerospace begins by learning about the company, researching job opportunities and submitting an application. Below are resources to help you get started and reference throughout the hiring process.

Job board – explore careers on our website, where new opportunities are posted regularly

• <https://jobs.collinsaerospace.com/>

Skills translator – this useful tool uses your military job title or occupational code to convert your military experience to jobs in the civilian sector

• <https://military.rtx.com/>

Social media – follow our social media accounts for opportunities, upcoming events and general information

• <https://www.instagram.com/CollinsAerojobs/>

• <https://twitter.com/CollinsAeroJobs>

• <https://www.linkedin.com/company/collins-aerospace/>

General information – learn about our business structure, products, teams and locations

• <https://www.collinsaerospace.com/what-we-do>

• <https://www.collinsaerospace.com/careers/military>

Military spouse opportunities – share this link with your military spouse to assist in their career search

• <https://www.rtx.com/careers/military-community>

Government Employee Questionnaire – To ensure ethical use of the revolving door process and reduce potential conflicts of interest, additional documentation may need to be completed.

NAIL THAT INTERVIEW

Tips for success during the interview process

WHY WE INTERVIEW

- To confirm the candidate's skills and experiences are relevant to Collins needs
- To assess if the candidate is aligned with the Collins culture

THE INTERVIEW EXPERIENCE

- **Recruiter screening** – a high-level preliminary screen from a Collins recruiter to get to know you and your interests
- **In-person and/or video interview** – usually with the hiring manager and approximately two to four interviewers who will work closely with you in your role

INTERVIEW ATTIRE

- **Business professional** or **business casual** are appropriate

Business professional

- Suit, dress shirt or turtleneck
- Dress pants, khakis or skirts
- Dress shoes or heels

Business casual

- Polo, sweater or blouse
- Non-distressed jeans
- Closed-toe shoes or boots



GETTING PREPARED FOR YOUR JOB INTERVIEW

1. DO YOUR HOMEWORK	Research Collins Aerospace beforehand, so you can showcase relevant knowledge during the interview. This will boost your credibility and help you formulate intelligent questions to ask the interviewer.
2. KNOW WHERE YOU ARE GOING	<p>Confirm if your interview is face-to-face or virtual. If it is face-to-face, you should know:</p> <ul style="list-style-type: none">• How long it will take to get there• The name and telephone number of the interviewer• How to find a parking space <p>Save time and unnecessary stress by knowing these things before going to the interview. If the interview is virtual, make sure to confirm the virtual technology that will be used and test it if you have not used it in the past. Ask if a camera will be used and if there is a dial-in number.</p>
3. LOOK THE PART	Your clothing should be neat, pressed and professional. It can be difficult to know the culture of the office environment beforehand, so err on the conservative side. Even if everyone is wearing jeans when you arrive, you are still better off wearing a suit. However, don't be afraid to inject some personality into your appearance – and do not neglect the details.
4. REHEARSE BEFOREHAND	Collins hiring managers conduct behavioral-based interviews and ask questions that are directly related to the position you are applying for. The questions focus on the situation, response and outcomes of your previous career experiences. Conduct a mock interview with a trusted friend as practice.
5. ESTABLISH YOUR NETWORK	Find networking opportunities to interact with Collins representatives, both on-site and online, to understand the recruitment process, company culture and tips for hiring success. Join local chapters of professional networks and connect with local professionals who have the same certifications or professional licensure.
6. ARRIVE EARLY	Be sure to arrive at least 15 minutes before the interview. Visit the restroom and check your appearance in the mirror. Announce yourself to the receptionist to let them know that you have arrived and that you have an appointment. Turn your cellphone off so that it does not ring during the interview.
7. BRING NECESSARY DOCUMENTATION	Make a checklist of documents that you will need for the interview and make sure that you have them before leaving home. These documents may include extra copies of your resume, passport, driver's license, Social Security card, and a portfolio of writing samples or other professional work. If you are a recent graduate, you should also bring your college transcripts.
8. SELL YOURSELF	The interview is your chance to shine, so now is not the time to be humble. Develop a 30-second sales pitch that sings your praises. In business, this is called an elevator pitch and is a compelling overview of why Collins should choose you. It can be recited in the time it takes to ride in an elevator. It should include your strengths, abilities and what sets you apart from other applicants.
9. ASK QUESTIONS	Based on your research, ask how the position's responsibilities relate to Collins goals. Interviewers are often impressed when candidates know about the organization. As a candidate, this is your opportunity to ask questions and confirm that this position is a good fit for you, just as Collins is also trying to determine if you're the right fit for their needs.
10. FOLLOW UP	After the interview, do not forget to send a handwritten note or a friendly email thanking the interviewer for their time and consideration. This restates your interest and commitment to the position. If you do not hear anything after one week, call to politely inquire when they will be making a final decision.

Remember, every interview is a valuable learning experience. Even if you do not get this particular job, you will be better prepared and more at ease with the process when the next interview rolls around. This experience can boost your confidence and improve your chances of being offered the next job. Good luck!

UNDERSTAND YOUR OFFER

Things to consider when
Collins Aerospace offers
you a position

COMPETITIVE BENEFITS PACKAGE

- Visit <https://jobs.collinsaerospace.com/> to find a high-level overview of Collins Aerospace benefits

RELOCATION PACKAGES

- Based on position roles and requirements, Collins offers competitive relocation packages to qualified candidates

MILITARY ORDERS

- Military leave allows eligible employees to take time off work for qualified military service, such as active duty or for short-term training/exercises
- Collins compensation will continue while on military orders
- Subject to specific Collins Aerospace role(s)

PROMOTIONS AND CAREER PATHS

- All employees will be eligible for promotions or career advancement opportunities after one year of employment in their current role

- Quarterly performance connections happen with your manager to align on career goals and receive feedback

ANNUAL MERIT INCREASES

- Opportunities for annual salary increases are based upon business and individual performance

PROFESSIONAL DEVELOPMENT

- Resources to help you grow, such as lunch-and-learn, seminars, training and tuition reimbursement programs

WELCOME ABOARD

What to expect during the onboarding process

PRE-EMPLOYMENT SCREENINGS

Your employment is contingent on the following conditions:

- Satisfactory background check, including the verification of education, previous employment, personal history verification and security check
- Medical clearance, including the results of a drug screening procedure

FIRST DAY EXPECTATIONS

You will receive an email from the onboarding team with information about your first day logistics, including:

- Location (onsite or remote)
- Hardware (laptop, cell phone, software and network logins/passwords)
- General onboarding activities (setting up direct deposit, virtual orientation, etc.)

“DRESS FOR YOUR DAY” DRESS CODE

- Employees are allowed to wear casual dress on workdays when they do not have meetings with team members, vendors or other outside third parties
- When involved in meetings, employees are expected to wear business attire
- While this policy is intended to be relaxed, the expectation is that employees will wear appropriate clothing for an office environment
- Traditional business attire is always acceptable

MILITARY EMPLOYEE RESOURCE GROUP (ERG)

Our ERG team reaches across multiple sites nationwide providing mentorship and membership for Collins-employed Veterans. Follow this link to learn more about how to get involved with the ERG at Collins Aerospace: <https://www.collinsaerospace.com/who-we-are/Diversity-Equity-Inclusion/Employee-Resource-Groups/Military-Veteran-ERG>

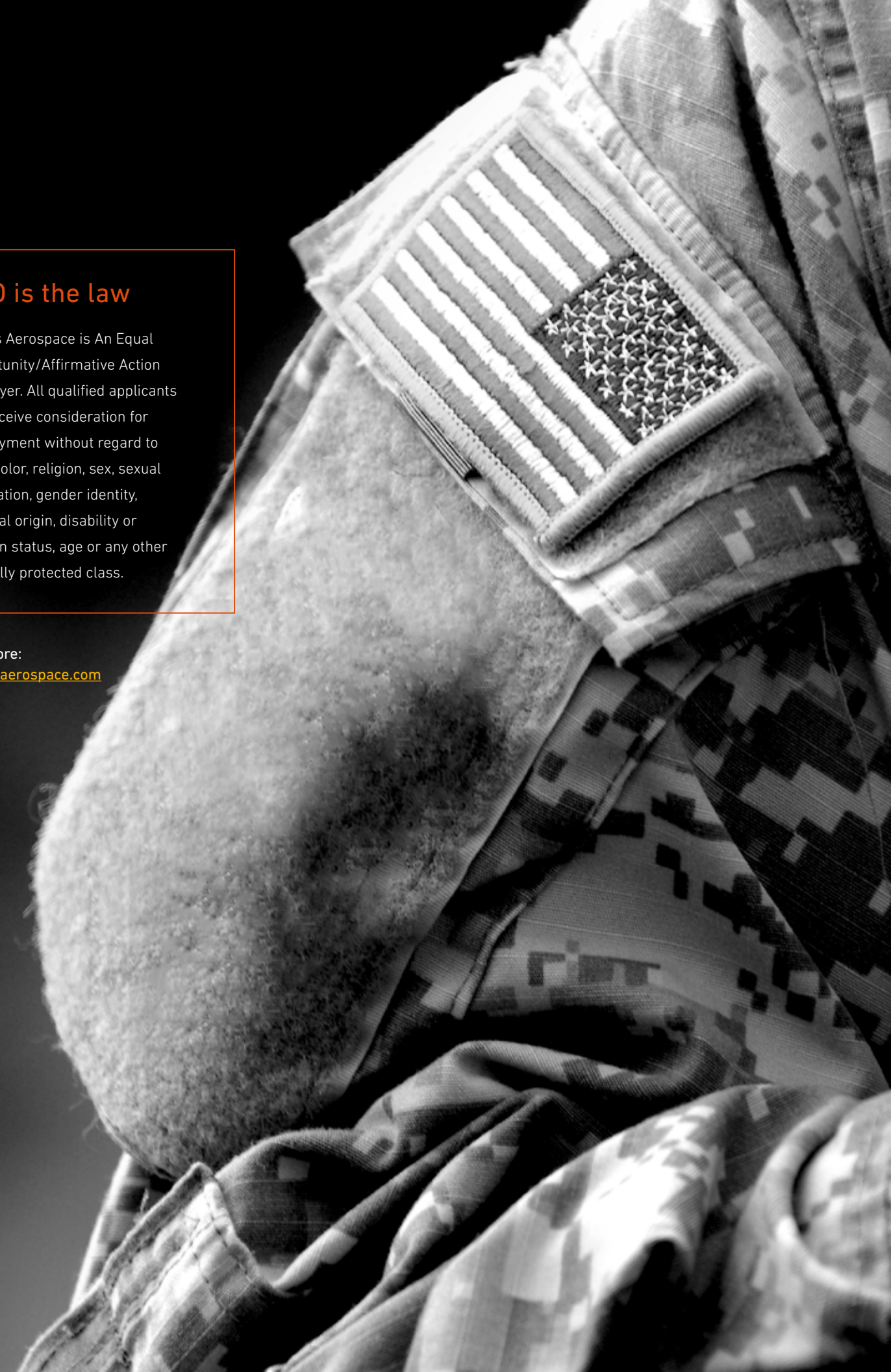
REFERRALS/CURRENT CONTACTS


We value your network of people and will reward you for referring candidates to Collins Aerospace. Site specific referral awards are given in monetary value. You may qualify for a reward if you refer a candidate who accepts a position with Collins.

EEO is the law

Collins Aerospace is An Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status, age or any other federally protected class.

To learn more:
visit [collinsaerospace.com](https://www.collinsaerospace.com)





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