

GoJetSM
A I R L I N E S

PRE-BOARDING
PREPARING FOR YOUR ARRIVAL:
GOJET AIRLINES
INITIAL FLIGHT ATTENDANT
TRAINING

THIS PACKET IS FOR INFORMATIONAL PURPOSES ONLY AND CAN CHANGE AT ANY TIME.
THOSE THAT ARE EXTENDED A CONTINGENT TRAINING OFFER WILL RECEIVE OFFICIAL
DOCUMENTATION FROM THE COMPANY.



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ABOUT US

GoJet Airlines was formed in 2004 and launched commercial service in 2005. GoJet Airlines was selected in 2019 to operate the revolutionary Bombardier CRJ-550 aircraft.

OUR MISSION:

SAFETY IS THE CORNERSTONE OF OUR MISSION AND THE FOUNDATION OF OUR PURPOSE. WE STRIVE TO CONNECT OUR COMMUNITIES AND CITIES WITH THE UTMOST REGARD FOR SAFETY AND TO DELIVER A UNIQUE CUSTOMER EXPERIENCE.

QUALITY IN EVERYTHING WE DO DRIVES US TO BE THE ABSOLUTE BEST WE CAN BE. WHEN ALL OUR TEAMS WORK TOGETHER, EXTRAORDINARY OUTCOMES ARE POSSIBLE.

DIVERSITY IS WHAT LENDS US OUR STRENGTH AND WHAT PROPELS US FORWARD. WE BELIEVE IN A DIVERSE AND INCLUSIVE EMPLOYEE GROUP THAT EMPHASIZES RESPECT AND COMPASSION.

EFFICIENCY TO GET OUR CUSTOMERS TO WHERE THEY NEED TO BE AND TO DO IT WITH ENTHUSIASM AND CARE IS ALWAYS OUR GOAL.

OUR FAMILY:

Our team is our family. We grow, work, and laugh together in our shared purpose of being the safest and best airline in the regional aviation industry. We believe in the power of our community and when one of us succeeds, we all succeed. It is our people that are growing GoJet into an innovative and premium airline. We could not be prouder of our employee group and our management teams, and we look forward to what the future brings for this family.



OUR FLEET

GoJet Airlines operates on behalf of United Express. Our fleet consists of the Bombardier CRJ-550; a 50-seat passenger aircraft.



THE AIRCRAFT HAS THREE CLASSES:

- UNITED FIRST®
- UNITED ECONOMY PLUS®
- UNITED ECONOMY®

**10**

United First®
Class Seats

20

United Economy
Plus® Seats

20

United Economy®
Seats

FLIGHT ATTENDANT Q & A

QUESTION: WHAT IS THE BEST PART ABOUT BEING A GOJET AIRLINES/UNITED EXPRESS FLIGHT ATTENDANT?

Answer: As a flight attendant for GoJet Airlines/United Express you have the honor to represent the company and yourself as a spirited representative. You will deliver a customer experience unlike any other in the sky aboard our CRJ-550 and be a part of an elite team of aviators. You will get to explore our multiple destinations on your over-nights and spread your wings even further when you use your flight benefits to see the world. As the face of the airline, you get to leave a lasting impression with your guests.

QUESTION: WHAT IS THE MOST CHALLENGING PART OF BEING A FLIGHT ATTENDANT?

Answer: As a flight attendant you take being flexible to a whole new level. The flight attendant position is more than a job, it is an entire lifestyle. You will be gone on average 100 nights a year and will live out of your suitcase. You will encounter irregular operations, delays, rerouting and multiple schedule changes (especially while on reserve). As an example, you could sit airport reserve for an entire shift without being assigned and with five minutes left you are scheduled a three-day trip. You will also play a pivotal role in the safety of your 50 passengers on every leg, every day all with an amazing and positive attitude.

QUESTION: WILL I BE PAID IN TRAINING?

Answer: Yes, you will receive \$28.00 PER FLIGHT HOUR at the 75-hour monthly guarantee while in training (minus applicable taxes and deductions). This will be prorated depending on your class start date. EWR, IAD, and ORD trainees will also receive \$24.00 a day per-diem to offset some of your cost for food and expenses. GoJet Airlines does not provide any meals. St. Louis based trainees are not eligible for per diem. GoJet Airlines does not provide pre-paid meal/credit cards. Paychecks are distributed on the 15th and the last day of the month via direct deposit.

QUESTION: WILL GOJET AIRLINES PROVIDE TRAVEL TO TRAINING?

Answer: GoJet Airlines will provide positive space air travel for EWR, IAD, and ORD based flight attendant trainees from their base airport only. St. Louis based trainees are not eligible for travel for training. You are allowed two checked bags at 100 lbs each, one carry-on item, and one personal item.



QUESTION: WILL GOJET AIRLINES PROVIDE MY TRAVEL BACK HOME IF I DECIDE TO LEAVE TRAINING ON MY OWN ACCORD OR IF I AM TERMINATED?

Answer: GoJet Airlines will provide a return flight to your domicile, and you will be listed as a standby passenger. Any checked luggage will be at your own expense. GoJet Airlines will not be responsible for any other expenses such as hotel accommodations.

QUESTION: WHAT GRADE DO I NEED TO MAINTAIN TO PASS INITIAL GROUND SCHOOL TRAINING?

Answer: Flight attendant trainees must get an 80% on each exam. You can retake two exams. You are unable to retake the same exam twice. There is no retake on the final exam.

QUESTION: WHAT IS THE LENGTH OF INITIAL FLIGHT ATTENDANT TRAINING?

Answer: Initial ground school is five to six weeks in length and takes place at our training center in STL. There are also 5 Legs of Familiarization Flights and a minimum of 6 legs/5 hours of Initial Operating Experience that take place after ground school graduation on an actual revenue aircraft.

QUESTION: DO I HAVE TO GO THROUGH INITIAL GROUND SCHOOL TRAINING EVERY YEAR?

Answer: No, Initial Ground School Training only happens once. You will have to complete Recurrent Ground School Training once a year and is typically 2-3 days in length.

QUESTION: WILL I NEED TO PURCHASE/HAVE ANY REQUIRED ITEMS FOR TRAINING?

Answer: Yes, you will need to have a black tote bag for class. To carry your supplies from the hotel to the training center (notebooks, pens, markers, water bottle etc.). You will also need to have a wrist watch for training.

**You are required to purchase a roller board, manual bag, small flashlight, shoes, and crew tags during training. This will be discussed in class with your instructor as these items must meet specific requirements. Keep in mind that prices vary for all these items. The deadline to purchase these items will be discussed by your instructor.*

QUESTION: WHAT IS THE PAY FOR THE FLIGHT ATTENDANT POSITION AFTER TRAINING IS COMPLETED?

Answer: The flight attendant pay starts at \$28.00 per flight hour, 75 flight hours guaranteed/ per month; plus \$2.00 per-diem for each hour away from your base. The pay increases to \$29.00 per flight hour after your first year.

QUESTION: WHAT ARE THE HOTEL ACCOMMODATIONS WHILE IN TRAINING?

Answer: GoJet Airlines provides a single occupancy hotel room for flight attendant trainees. St. Louis based flight attendant trainees are not eligible for hotel accommodations.

QUESTION: IS MY HOTEL ROOM EQUIPPED WITH A KITCHEN/ KITCHENETTE?

Answer: No, your hotel room has a small refrigerator and microwave.

QUESTION: CAN I CHARGE THINGS TO MY HOTEL ROOM?

Answer: No, you must pay for services (room service, movies, etc.) when the service is initially placed. GoJet Airlines is not responsible for any incidentals/ expenses you may incur.

QUESTION: CAN I ADD APPLIANCES TO MY HOTEL ROOM?

Answer: No, due to regulations within the hotel you may not add any additional appliances to your hotel. This includes, but is not limited to; air-fryers, electric hot plates, wok, rice cookers, toaster, crock pot, etc.

QUESTION: AM I ABLE BRING MY PET TO TRAINING?

Answer: No, pets are not allowed.

QUESTION: AM I ABLE TO GO HOME/ LEAVE THE HOTEL ON NON-TRAINING DAYS?

Answer: Yes, you can do whatever you like on your off days. If you wish to travel in any aspect during training, it is your responsibility to get back to training on time.

QUESTION: AM I ABLE TO MISS/ SKIP ANY CLASSES WHILE IN TRAINING?

Answer: No, you must attend class every day that it is scheduled. If you have an issue that arises you must immediately notify your instructor/inflight department through their chosen means of communication. Must be on time for class and after breaks.

QUESTION: IS THERE A SIZE LIMITATION FOR THE FLIGHT ATTENDANT POSITION/ UNIFORMS?

Answer: Yes, flight attendant candidates must have the ability to walk and fit comfortably down the aircraft aisle while facing forward, fit quickly through the over-wing exit, and sit in the flight attendant jump-seat without modification or a seatbelt extension. Weight must be of such proportion to height that a neat appearance is maintained, and the physical ability to perform all job functions is not hindered. Standard uniform sizes: Women 0-22, Men 26"-44" waist. No custom-made uniforms are permitted.

QUESTION: CAN GOJET FLIGHT ATTENDANTS/ TRAINEES HAVE TATTOOS?

Answer: Yes, you are allowed to have visible tattoos on your arms, wrists, legs, and feet. You may have one adjacent area of tattoos, no larger than your ID badge (2X3), visible on each arm/wrist and leg/foot. If visible portions of your tattoos are part of a larger piece (like a sleeve), please make sure the rest of the tattoos are covered by your uniform garment by long sleeves or pants.

Visible tattoos are not allowed on your face, neck, hands, or chest. You may not use makeup or coverings of any kind to cover tattoos. This applies while in training and as an on-line flight attendant.

QUESTION: CAN GOJET FLIGHT ATTENDANTS/ TRAINEES HAVE FACIAL PIERCINGS?

Answer: Nose piercings are allowed. You can have a single stud piercing in your nostril that is 2mm or smaller. No other facial piercings are allowed.

QUESTION: CAN GOJET FLIGHT ATTENDANTS/ TRAINEES HAVE LONG AND/OR COLORFUL NAILS?

Answer: Nails must be the same color, length, and shape on every finger, with no chips. Neon colors are not allowed. Embellishments and designs are allowed but keep them simple and classic, no words or decals. Nail length cannot exceed ¼ inch. The final determination will, with respect to appropriateness rest with the Inflight Management Team.

QUESTION: CAN A GOJET FLIGHT ATTENDANT/ TRAINEES HAVE LONG HAIR?

Answer: If hair length is below the shoulder, it must be completely pulled up (bun, ponytail, etc.). If hair length is above shoulder or shorter you can wear it either up or down. Braids, cornrows, and locs are acceptable but must be kept professional. Bangs are allowed, but your eyes need to be fully visible. Natural shades and only one color of hair is acceptable. Fashion extremes or intense hair colors are not allowed. Your hairstyle must not interfere with proper operation of safety equipment. The final determination will, with respect to appropriateness, rest with the Inflight Management Team.

QUESTION: IS THERE A "UNIFORM" FOR TRAINING?

Answer: Yes, you will be provided with the "GoJet Airlines Flight Attendant Training Attire" document that will explain the training uniform in detail.

QUESTION: CAN I CHANGE MY TRAINING CLASS TO A LATER DATE?

Answer: Yes, you should notify us as soon as possible. You are only allowed one class move without being removed from consideration.

GOJET AIRLINES FLIGHT ATTENDANT TRAINING ATTIRE

While you are in training you are expected to meet all flight attendant uniform and appearance standards listed below. Please read this information thoroughly. You are required to follow the *Flight Attendant Training Attire* from the first day of training.

Recruiters will meet with you to assure that you are compliant on the first day of training in an unofficial "Grooming Check." This includes clothing, shoes, hair, nails, and accessories. Abiding by these standards allows you to prepare for your future as a flight attendant wearing the company issued uniform. As a flight attendant, you serve as the face of our brand and become an ambassador for our airline. To maintain this reputation, it is important that GoJet employees present a clean, neat, and professional appearance at all times.

Female Trainees:

SHIRTS:

Shirts must be all white. The approved shirts are a white polo or a white collared button down. These are the only acceptable shirts.

If you wear a sheer shirt it MUST be accompanied with a layering article underneath in the same color with no wording, graphics, etc. that are visible. No athleisure wear tops.

They can be short sleeves, $\frac{3}{4}$ length sleeves, or long sleeves.

You can wear a black suit jacket or a black cardigan/pullover. Must be solid black in color. No designs, no wording, no graphics, no colors, no pinstripes. It can be short sleeve, $\frac{3}{4}$ sleeve or long sleeve.

BOTTOMS:

All bottoms must be black. No designs, no wording, no graphics, no colors, no pinstripes.

Skirts: must be at a professional length. No mini/short skirts and no long maxi skirts. They can be pencil, A-line skirt, high waist, straight, pleated, and wrap. Skirt lengths may not exceed 1" above or 1" inch below the middle of the knee. No jean, athletic or tennis style skirts are allowed.

Pants: they can be traditional trousers, wide leg, cropped or ankle, paper-bag waist, skinny, pleated. No jeans or athleisure wear leggings.

DRESSES:

All dresses must be black. Dresses can be between 1 inch above the knee or 1 inch below the knee. No long or maxi dresses are allowed. Dresses can have a turtleneck, V-neck, boat neck scoop-neck or a straight-neck. Dresses cannot be strapless or one shoulder. Athletic or tennis dresses are not allowed. Tattoos must not be visible at any time while wearing a dress.

SHOES:

Acceptable styles are ballet flats, loafers, Mary-Janes, Chelsea boots (with pants only), oxfords, ankle boots (with pants only). Heels can be pointy toe, square toe, round toe with a heel height no taller than 3 inches and a minimum of 1 inch. Closed toe shoes only. Backless shoes, mules, wedges, tennis shoes, Crocs, shoes with white, yellow, or multicolored stitching are not allowed. Shoes must be all black in color.

UNDERGARMENTS:

Hosiery must be worn anytime you wear a skirt or dress.

Hosiery must be seamless without patterns or texture. Colors allowed are solid shade of taupe, off black, flesh tone or black. These are the only allowable colors. No patterns or designs. White, navy, textured, patterns or fishnet are not allowed.

Socks or hosiery must always be worn with pants. No-show socks or short athletic socks are not allowed.

Socks/trouser socks must be black in color.

HAIR:

If your hair extends below the shoulder, it must be pulled back at all times. Long hair should not extend past the middle of the back when in a ponytail, braid or pulled back. Braids, cornrows, and locs are acceptable but must be kept professional. No extreme haircuts/hairstyles are allowed; this includes but not limited to severe undercuts, etching or designs in the hair, mohawks, mullets, etc.

If your hair extends below the shoulder must be pulled back at all times. This includes your Company issued ID photo. Your hairstyle must not interfere with proper operation of safety equipment.

Color: Natural in appearance and must compliment the skin tone. Fashion extremes or intense hair colors are not allowed.

The final determination will, with respect to appropriateness rest with the Inflight Management Team.

Accessories: Simple hair fasteners may be plain black, gold, silver, or tortoise in color. No ornaments of any kind are allowed in the hair. Elastic bands, bobby pins, or hairpins must be concealed. No large accessories or athletic headbands are allowed. A plain colored headband/ or all-around headband is allowed. Headbands cannot have jewels or any other adornments.

A natural looking wig or hairpiece maybe worn if it meets with the standard regulations of length, style, color cut and condition.

FINGERNAILS:

Nails must be the same color, length, and shape on every finger. Neon/ harsh colors are not allowed. Jewels attached to the nails are not allowed. Glitter is not allowed. Designs are allowed but keep them simple and classic. No words or decals. Nail length cannot exceed ¼ inch from the tip of the finger and be free of chips. You are allowed to have acrylics/tips or natural nails. Stiletto, coffin, and pointy nail shapes are not allowed.

EYE LASHES:

Eye lash extensions are allowed but must not interfere with proper operation of safety equipment. Eye lash extensions must be natural in appearance and must not be overly full or dramatic.

ACCESSORIES:

A thin scarf can be worn around the neck with the training attire. It can be of any color/pattern. Infinity, thick winter, wrap, and blanket scarfs are not allowed.

Male Trainees:

SHIRTS:

Shirts must be all white. The approved shirts are a white polo or a white collared button down. These are the only acceptable shirts. They can be short sleeves or long sleeves.

If you wear a sheer shirt it MUST be accompanied with a layering article underneath in the same color with no wording, graphics, etc. that are visible. No athleisure wear tops.

They can be short sleeves, ¾ length sleeves or long sleeves.



You can wear a black suit jacket or black cardigan over your shirt. Must be solid black in color. No designs, no wording, no graphics, no colors, no pinstripes. Can be short sleeve, ¾ sleeve, or long sleeve.

PANTS:

All pants must be black. No designs, no wording, no graphics, no colors, no pinstripes. Jeans are not allowed.

Pants: they can be traditional trousers, suit pants, or slacks.

SHOES:

Acceptable style are loafers, Chelsea boots, oxfords, ankle boots, and dress shoes. Shoes must have a separate heel. Socks/ trouser socks must always be worn with pants and must be black in color. **Shoes must be all black in color.** Backless shoes, mules, tennis shoes, Crocs, shoes with white, yellow, or multicolored stitching are not allowed.

UNDERGARMENTS:

Socks must be black and compliment your shoes. Socks must be over the calf socks. No-show socks or short athletic socks are not allowed. Undershirts are suggested and should be white in color.

HAIR:

If your hair extends below the shoulder, it must be pulled back at all times. Long hair should not extend past the middle of the back when in a ponytail, braid or pulled back. Braids, cornrows, and locs are acceptable but must be kept professional. No extreme haircuts/hairstyles are allowed; this includes but not limited to severe undercuts, etching or designs in the hair, mohawks, mullets, etc.

This includes your Company issued ID photo. **Your hairstyle must not interfere with proper operation of safety equipment.**

Color: Natural in appearance and must compliment the skin tone. Fashion extremes or intense hair colors are not allowed.

The final determination will, with respect to appropriateness, rest with the Inflight Management Team.

Accessories: Simple hair fasteners may be plain black, gold, silver, or tortoise in color. No ornaments of any kind are allowed in the hair. Elastic bands, bobby pins, or hairpins must be concealed. No large accessories or athletic headbands are allowed.

A natural looking wig or hairpiece maybe worn if it meets with the standard regulations of length, style, color cut and condition.

Facial Hair: Mustaches are permitted provided they are kept neat and well-trimmed. A mustache may not extend over the top of the lip. The sides are not to exceed ¼" below the corner of the mouth. Beards and goatees are not permitted. This part of the face is to be clean shaven. Sideburns are permitted provided they are kept neat, short, and well-trimmed. Must not extend past the bottom of the ear lobe. In all cases, sideburns and mustaches must be neatly groomed and must not appear bushy and may not be shaped into unusual or elaborate styles.

ACCESSORIES:

A standard tie or bow tie can be worn of any color with the white button-down shirt but is not mandatory during training.

ALL TRAINEES:

BELTS:

Belts must be black with gold, silver or pewter, gunmetal hardware.

BAG:

A tote bag for training must be all black with no designs, colors, adornments, logos. Must be large enough for notebooks and study materials.

JEWELRY:

Watches: A simple working wristwatch must be worn at all times. Harsh vibrant colors like yellow, orange, or neon shades are not allowed. A smart watch is allowed if it meets the same regulations listed.

Bracelets: Up to two simple, classic gold or silver bracelets including pearl/precious or semi-precious stones, and medic alert bracelets are allowed. Ankle bracelets are not permitted.

Rings: Two rings are permitted on each hand. Engagement/Wedding ring sets are counted as one ring. Rings cannot extend past your knuckle onto your other fingers. Knuckle and thumb rings are not permitted. Rings cannot catch or snag on anything.

Necklaces: You can wear one single strand necklace up to 20 inches long and ¼" wide. Your necklace may have a pendant but should not be larger than 1 square inch. Choker style necklaces are not allowed. Leather and fabric bracelets are not allowed.

Earrings: You can wear up to two earrings per ear. Stud earrings need to be smaller than a quarter, hoops should be no larger than a dime, and drop earrings should be no longer than one inch. Your earrings should not be connected and if you have holes from gauges, they must be plugged. Scaffolding or bar piercings are not allowed.

Facial Piercings: Nose piercings are allowed. You can have a single stud piercing in your nostril that is 2mm or smaller. Septum piercings are not allowed. Nose rings, facial piercings, and tongue rings are not allowed. Any additional piercings in the face are not allowed; this includes but not limited to the cheeks, eyebrows, chin, and gums.

Make up: Make up is not mandatory. If you decide to wear it should be applied conservatively so that it looks natural. Harsh colors or unnatural looks are not allowed.

Tattoos: You are allowed to have visible tattoos on your arms, wrists, legs, and feet. Visible tattoos are not allowed on your face, neck, behind the ears, hands, fingers, or chest. You can have one adjacent area of tattoos, no larger than your ID badge, visible on each arm/wrist and leg/foot. If visible portions of your tattoos are part of a larger piece like a sleeve, please make sure the rest of the tattoos are covered by your uniform garment. You cannot use makeup or fabric coverings to hide any tattoo.

Eyeglasses: The style of your eyeglasses and the color of your frames must be understated and compliment your uniform. Eyeglasses with colorful lenses are not allowed. Frames with extreme designs or embellishments are not allowed. Frame colors in harsh shades including orange, yellow, and neon colors are not allowed.

PERSONAL HYGIENE:

Personal hygiene is important for your wellbeing. Good personal hygiene is also required as a flight attendant. Please make sure to bathe daily, have clean hair, use deodorant, practice good dental care, clean hands and fingernails, and have fresh breath.

THINGS TO CONSIDER:

Please remember that training is approximately five to six weeks in length. Transportation will be provided to a local retailer on a weekly basis; however, we do suggest that you come to training with your core attire. We suggest that you pack at least five (5) shirts and five (5) bottoms that meet the listed requirements, as laundry transportation is only offered through the hotel once a week.



We also suggest including casual attire, i.e.: jeans and tennis/gym shoes for days when you go to the hangar/cabin trainer. Jeans must not have holes, rips, frays, etc.

The attire you pack for your personal time (after class and weekends) is purely at your discretion.

Please note that you must follow the Flight Attendant Training Attire beginning on the first day of class.



REQUIRED ITEMS

Below are required items that will need to have at the **beginning** of training.

Watch:

The watch needs to compliment your uniform. Bands can be black, brown, gold, rose gold, silver and white.

– *Harsh vibrant colors like yellow, orange, or neon shades are not allowed.* –

Manual Bag:

Black with no designs, colors or logos large enough for study materials.

Below are required items that will need to be purchased by the **third week** of training. These items will be discussed in detail by your instructor.

Prices for these items may vary

Roller board suitcase:

- Black and up to 22"
- No larger than 45 linear inches (14" wide + 9" deep + 22" tall). Hardcase roller boards are not allowed. Two wheels and fabric roller board suitcases are recommended.

Two flashlights:

- The flashlight must be able to be illuminated without constantly holding down on the switch.
- Flashlight will need to compliment your uniform. Harsh, vibrant colors such as yellow, orange, or neon shades are not allowed. The flashlight power button must be a single click.
- Extra batteries for each flashlight or 2 spare working flashlights

Work shoes/inflight service shoes

Two crew tags: (no novelty crew tags)

TRAINING INFORMATION

Training is held Monday through Friday, unless changed by your instructor, and is approximately five to six (5-6) weeks in length. Training is held at our headquarters located in Bridgeton, MO.

First day of training: please expect to be fingerprinted (FBI background check). You must bring your identification cards with you. **These are all mandatory items, and you must have them with you.** It is important that all names match on the following:

- Driver's License or State ID
- Social Security Card
- Passport (or receipt showing that you have applied for expedited processing of your Passport)
You must have a physical passport or a receipt for purchase of an expedited passport. This is a mandatory item. **As a first-time passport holder, you must have the passport expedited for this process. Visit <https://faq.usps.com/s/article/U-S-Passports-The-Basics> for additional information. **
- Permanent Resident Card (if applicable)

INFLIGHT INSTITUTE PRE-COURSE

All Flight Attendant Trainees are required to take a free online course through the **Inflight Institute** prior to attending in-person training. This is the same company that we use to complete the "Prepare to Fly" course. **Flight Attendant Trainees must score an 80% or higher on this exam, and it may only be taken once. Scoring less than 80% will result in your offer being rescinded.** Once you have completed the online program, you will not have access to it, so we suggest printing airport codes and terminology. This information will be needed for your first few exams in class.

GoJet Airlines has partnered with the **Inflight Institute** to provide you with the entrance program. We believe students who are dedicated, motivated, and pre educated for the demanding requirements of flight attendant training will be more successful. This translates into producing the best and safest flight attendants in the industry and ultimately provides an award-winning guest experience for our passengers.

HOTEL INFORMATION AND HOTEL EXPECTATIONS

Hotel accommodations are based on single occupancy. Rooms will be equipped with refrigerators and microwaves. Hotel shuttles provide transportation to the training center and to the local store for essentials.

The hotel will be your new home for five to six weeks. While you are in your new home, we ask that you follow general guidelines and expectations. As a flight attendant you are representing yourself and the airline. You are expected to conduct yourself in a respectful and pleasant manner.

- 1. Respect your property as well as the hotel's property.***
- 2. Be respectful to your classmates/hotel staff during your stay.***
- 3. Be aware of the noise level while in/on hotel property.***
- 4. Always avoid fights and lewd behavior.***
- 5. Any illegal activity is prohibited.***
- 6. Report any hotel issues to hotel management and your instructor immediately.***
- 7. Avoid any activities that are a fire hazard.***
- 8. Avoid any activities that are unsafe.***
- 9. There is no smoking/vaping/e-cigarette usage in the hotel.***

This is not an all-inclusive list. Please report any issues that you might have with hotel management and your instructor. Use good judgement, any negative behavior can result in the expulsion from the flight attendant training program.

HOTEL SECURITY

While we want you to enjoy your stay at the hotel, we also want you to be safe. Personal safety is of the utmost importance while in training and once out on the line as a flight attendant. If you have any issues at the hotel, please reach out to the management in a timely manner as well as recruiting and/or inflight. Here are a few things you can do to keep your safety at the forefront.

- 1. Always use the deadbolt /additional latch to lock your hotel room door.***
- 2. Check for unwanted guests immediately upon entering your room and before settling in.***
- 3. Never announce your room number or personal information out loud/in public areas.***
- 4. If you leave the hotel let someone know where you are going and when you expect to return.***
- 5. Always be situationally aware whether you are on hotel grounds or out exploring. Trust your instincts.***
- 6. Always verify a person's identity before opening your hotel room door.***
- 7. Always close your door securely when leaving your hotel room.***
- 8. Become familiar with your hotel's emergency exits and have a plan.***
- 9. Explore the hotel property and get to know your surroundings.***
- 10. Use the "Do Not Disturb" sign.***
- 11. Do not use the hotel safe for belongings. Use a secure device of your own and leave valuables at home for safe keeping.***

CLASSROOM TOPICS

These are topics that we will go over on the first day of class and discuss in detail.

EVERYTHING IS SUBJECT TO CHANGE

- 1. Over the next few weeks, everything you learn/experience will be preparing you for flight attendant life.**
- 2. This is an adult based learning environment.**
- 3. You must be receptive to feedback/coaching.**
- 4. You must stay professional. Keep the noise level to a respectable level. This refers to the training center and the hotel.**
- 5. Be respectful to instructors, classmates, hotel staff, management, etc.**
- 6. Be mindful of how you present yourself in the training center/hotel and on public outings.**
- 7. Do not get up and leave class whenever you like. There will be breaks given throughout the day.**
- 8. No sleeping in class.**
- 9. No earbuds allowed while instruction is taking place.**
- 10. The recruiting team will not discuss tests. Please keep all your questions for your instructors.**
- 11. Use study groups, flash cards, lamination paper, dry erase markers, etc.**
- 12. Exchange phone numbers with classmates.**
- 13. Focus on self-care (eating properly/sleeping/bathing/relaxing/etc.)**
- 14. Feel free to use the break room on the 2nd floor. There are refrigerators and microwaves for you to use. Please clean up after yourself.**
- 15. You may eat and drink in the classroom but please clean up after yourself and be mindful of what you bring into the classroom.**
- 16. You may order lunch if you like. Jimmy Johns is the closest restaurant.**



- 17. Phones must be off/silent during instruction.**
- 18. You must put your cell phone on the cell phone table starting on the first day with your instructor.**
- 19. Masks do not have to be worn while in training. If you wish to wear a mask it may not have any verbiage, decals, or designs. There is more information on the UNITED website.**
- 20. You must follow the GoJet Airlines Flight Attendant Training Attire starting the first day of training.**
**If you have a facial piercing it must be removed before grooming checks and ID photo is taken. The only allowable facial piercing is a 2mm or smaller nose piercing.*
- 21. Perfect attendance is required while in the flight attendant training program and there are no make-up days.**
- 22. GoJet Airlines is not responsible for lost, stolen, or broken items.**
- 23. Smoking/vaping is only allowed in sanctioned areas.**
- 24. Please raise your hand to speak in the classroom setting and do not talk over classmates, instructors etc...**



DEPARTMENT OF TRANSPORTATION (DOT)

DOT Drug and Alcohol test for; 5 panel drug screens for THC, Opioids, PCP, Cocaine, and Amphetamines.

The Department of Transportation's Drug and Alcohol testing does not authorize the use of Schedule 1 Drugs: including Marijuana for any reason.

We are a DOT regulated organization and employee, and drug and alcohol testing is mandatory.

You will be scheduled for testing prior to In-Person training and will receive information via email.



DRUG TESTING INFORMATION

As a flight attendant you must be drug tested before attending training in St. Louis, MO, and you will be randomly tested throughout your employment with the company.

You will be contacted by email from the Drug and Alcohol Department with testing information. Please make sure to check your email (spam/junk folders) for this correspondence.

We highly suggest that this be completed as soon as possible. Failure to comply with drug testing could result in the revocation of your conditional offer of employment.

TRAINING OFFER RESCINDED

During the hiring process please understand that there are various factors that may arise that may cause your offer to be rescinded. Please understand that members of the Recruitment Team will not disclose the reasons for this decision.

PROBATIONARY EMPLOYEE

As a trainee and for your first 270 days** as a flight attendant you are considered a probationary employee.

If you leave the program or are released from the program:

- GoJet Airlines will provide a return flight to your domicile (home base).
- You will be listed on the flight as a standby passenger.
- Any checked luggage will be at your own expense.
- GoJet Airlines will not be responsible for any other expenses such as hotel accommodations.

***The company may extend the probationary period for an additional 95 days for performance or disciplinary issues (a total period of 365 days).*

EMPLOYEES OF GOJET AIRLINES ARE CONSIDERED PROBATIONARY DURING TRAINING AND THEIR FIRST YEAR OF EMPLOYMENT AND ARE ACCORDINGLY SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION AT THE DISCRETION OF DEPARTMENTAL MANAGEMENT.

PREPARING FOR DEPARTURE

You now have the tools to prepare you for GoJet Airlines Flight Attendant Initial Training. Training could get bumpy and there might even be some turbulence but with patience and perseverance you will have smooth skies ahead of you. This is an intense program but remember this is what you make of it. Keep a positive mindset. Study, and success is within your grasp.

Take each day as it comes and do not get overwhelmed. Everything that you learn and encounter during training will prepare you for your flight attendant career.

Thank you for letting us be part of your flight attendant journey.

"At this time, please prepare for departure."

-Inflight Talent Acquisition

GoJetSM
A I R L I N E S

**SEE YOU IN THE
FRIENDLY SKIES!**