

CC - Staffing in Aviation Industry:: (S.Y.BBA.Sem– 4: 2025-26)

Resource Person	
 TINAZ B. PUTHAWALA 27/03/2019	Prof. Tinaz Puthawala
	MBA (Finance)
	Experience: 5 Years
Course Objective:	- To introduce participants to recruitment and selection processes specific to the aviation industry - To develop skills in job analysis, sourcing, screening, interviewing, and on boarding - To understand aviation-specific legal and regulatory compliance during recruitment - To enable learners to practically apply recruitment techniques in real-time scenarios
Expected Outcome:	- Analyze and define aviation job roles and requirements. - Design effective recruitment strategies and job descriptions - Conduct interviews and selection processes aligned with aviation standards - Understand and apply aviation-specific compliance and onboarding practice. - Build confidence to manage or support recruitment in an aviation HR role
Evaluation Method:	Multiple Choice Question (MCQ)/Theory/Assignments.
COURSE CONTENT	
Unit-1:	AVIATION HR & WORKFORCE PLANNING
	1.1 Overview of aviation roles (cabin crew, ground staff, engineers, ATC, etc.)
	1.2 Understanding HR's role in aviation operations
	1.3 Workforce planning based on flight schedules & regulatory needs
	1.4 Skills mapping & manpower forecasting
Unit-2:	RECRUITMENT STRATEGIES & JOB DESIGN
	2.1 Job analysis & job description writing
	2.2 Sources of recruitment: portals, campus, job fairs, agencies
	2.3 National vs international hiring needs in aviation
	2.4 Employer branding & attracting talent
Unit-3:	SELECTION PROCESS & COMPLIANCE
	3.1 Screening applications & shortlisting
	3.2 Interview types: Technical, HR, Situational
	3.3 Aviation-specific selection assessments (psychometric, simulation)
	3.4 Pre-employment checks: license, medical, criminal, background
	3.5 Equal opportunity & legal compliance
Unit-4:	ONBOARDING & POST-SELECTION PROCESSES
	4.1 Offer letters & documentation
	4.2 Aviation onboarding: Safety, SOPs, grooming, compliance

	4.3 Creating a positive candidate experience
	4.4 Feedback, probation reviews & training handoff
Reference Books:	1. Armstrong, M. (2020). Armstrong's Handbook of Human Resource Management Practice (15th ed.). Kogan Page.
	2. Dessler, G. (2020). Human Resource Management (16th ed.). Pearson Education.
	3. International Civil Aviation Organization (ICAO) – www.icao.int Human Resource and Workforce Planning guidance for civil aviation.
	4. Federal Aviation Administration (FAA) – www.faa.gov Guidelines for personnel certification and aviation employment standards.
	5. European Union Aviation Safety Agency (EASA) – www.easa.europa.eu Crew licensing and HR compliance in aviation.
	6. Civil Aviation Authority (CAA UK) – www.caa.co.uk Employment and safety regulations for aviation HR.
	7. IATA Training Resources – www.iata.org Industry-recognized training and recruitment practices in aviation.
	8. SHRM (Society for Human Resource Management) – www.shrm.org Resources on global recruitment and legal compliance.
	9. National Skill Development Corporation (NSDC) – www.nsdcindia.org Aviation skill development programs and job role mapping.
	10. DGCA (Directorate General of Civil Aviation – India) – www.dgca.gov.in Licensing, medical, and security verification processes.

