

# We can't wait to see you!

Let's double-check that you're ready to see us.



Congratulations on receiving a contingent job offer to become a Southwest Airlines® Flight Attendant! We included the checklist below with action items for you to complete before you arrive in Dallas for training. Get ready for your career to take flight.

## Complete the following 4 weeks before your training class:

- Review and study your [Inflight Initial Training Preflight Packet](#), which includes the Public Announcements (PAs), training expectations, appearance standards, and more
- Complete the [confirmation form](#) with your information exactly as it appears on your passport
- Visit the [Flight Attendant Information Session site](#) to register for an upcoming session where you'll hear a training overview and can have your questions answered by our experts
- Review and electronically acknowledge your Final Offer from [swa@myworkday.com](mailto:swa@myworkday.com) with the subject line "Action Required: Southwest Airlines Offer of Employment", emailed to you 2-4 weeks before class to begin the onboarding process



## Complete the following 2 weeks before your training class:

- Review your hotel, transportation, and training class details in the email you'll receive from [training@swalms.com](mailto:training@swalms.com) with the subject line "You're registered for Inflight Initial Training"
- Follow this [guide](#) to request your round trip travel to Dallas for training through our Travel Portal
  - If you don't require flight accommodations, no action is needed
- Login to your [Workday profile](#) to ensure that your date of birth and home address are correct and your first, middle, and last name match your passport



## Complete the following 1 week before your training class:

- Keep an eye out for your Southwest Onboarding email from [swa@myworkday.com](mailto:swa@myworkday.com) and follow the instructions to complete your onboarding tasks in Workday and Equifax
- Print and complete the Inflight [Vacancy Bid form](#) – you'll turn it in during your first week of training
- Review the [Flight Attendant page](#) on the [Pre-Employment Onboarding site](#) for detailed instructions regarding your first day at training
- Pack your valid, unexpired passport book for your first day of training



Email [SWAUniversitySupportServices-Inflight@wnco.com](mailto:SWAUniversitySupportServices-Inflight@wnco.com) for location, schedule, hotel, or transportation questions. For all other needs, email [TAInflightCoordinators@wnco.com](mailto:TAInflightCoordinators@wnco.com) to reach our Inflight Recruiting Team.