

Getting Hired Checklist Book

An idea of what to do and not do

By Michael Balof

There are a lot of ways to get a job and even more ways to not be considered for one. This checklist pamphlet makes no promises or guarantees. It does tell you what has been seen and how those actions helped or hindered.



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Notes:

If you run out of space on a chart, please use the back of a separate page to log them. You must identify problems and get them in writing so you can work on them.

Watch YouTube if there is a new skill you know little about or need to brush up on old skills. You can also find low-cost or free classes online to give you better knowledge.

When applying for a job, wait at least two weeks before making a follow-up call.

With many folks out of work for reasons they cannot control, managers and directors now look at what you did during your unemployment. If you can show them you updated your skills by taking a few cheap classes online, it is looked on favorably.

What You Want In a Job

I cannot promise you will find your perfect job. Jobs have different requirements and need diverse skills. Even the same position in various companies or areas could be vastly different. It is good to have an idea of both what you want and what you would not do.

I hope that this book will help you sort out your desires and abilities and in your quest for a new or different job. If at any time you need to talk with someone, I can offer a free 20-minute Zoom Session, or if required, a complimentary one-time 90-minute deep-dive session.

If, after using this interactive book, you wish more help, you may want to join my weekly Meetup session.

I have not asked you for your email. Yet, I would like to offer my email and website to ask questions or contact me.

mikeb@reveille.rocks

<http://reveille.rocks>



Preparing Yourself

The first and most valuable question is, do you really want a job? Do you have the desire to go out and earn money for yourself, your family, and for whatever you need or desire?

If yes, you are in the right spot. If no, please do not waste your time on this book. You are not ready.

Question	Please check if Yes and then go on with the book	Would you please check if not ready and try the book again when you are?
Do you really want a job?	Yes	No
Do you have the desire to go out and earn money for yourself, your family, and whatever you need or desire?	Yes	No

All



About



You



What You Want In a Job

I cannot promise you will find your perfect job. Jobs have different requirements and need different skills. Even the same job in different companies or areas could be vastly different. It is good to have an idea of both what you want and what you would not do.

	What type of a job do you want, and what are needs or deal breakers	
In what industry would you like to work?		
What specific position would you fill?		
What would you do?		
How much would the job pay?		
How many hours a week would you work?		
What better positions would this job lead to find?		
How long will you have this job?		
Why would you leave the job?		
Are there any deal breakers?		
Other Questions you want to ask yourself:		

You Past Skills

Past skills give both you and a potential employer an idea of your ability, and a realization of what you are can do.

List the skills have you learned or used in the past and the date range that you used them	Date range

How Current Are Your Skills

You want to know what you can and cannot do before the company starts asking.

Skill Used	When Learned	The last Date Used

Your Limiting Beliefs

Everyone faces limiting beliefs every day. We just need to face them and find a way over, through, or around those false beliefs. Use this chart for documenting them and proving them wrong.

What you think is stopping you from a job	How are you overcoming the false belief	Date Corrected

Your Needs

If you have a job that does not meet your needs, you will be unhappy. Trade-offs happen. Make sure you can be content with what you are getting.

Do you have any special needs, you need to talk to employers about	How will you address them	Date completed

Build your checklist for other items you want to check about yourself.

Your



Family



Needs of Your Extended Household

You will want to consider the needs of those who count on you. Younger children, older parents, and any special requirements you fulfill.

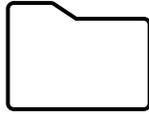
Do you have any special needs in your extended household	How will you handle them	Date Completed

Work From Home or Office

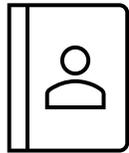
Think of Space, privacy, utilities, and any special needs you will incur when working for a company from where you live.

+ or -	Advantages for working from home	Advantages for working from an office

Job



Search



Reading The Company Website

Knowledge is power. The more you know, the better prepped you are.

Company	Learned from the company website

Other places to find information.

Where to look:	What to find:
Company Website	Values, words and meanings, company Beliefs
Advertizing	What the company says it does
Articles about the company	What others say the company does
Other Search Options:	

Deep Learn On Companies

Take a good look at the company on the internet. See who is talking good and bad about them. You will never speak to anyone at the company about the bad things you might find. Everyone has enemies, and many things are false. You check out the facts, so you know more and can make decisions.

Looking Deeper into companies	List what you find both good and bad
Trade Articles	
Lookup online	
Talk to employees that you know	

Scams

Scams are relentless. We can all get caught up in them if we are not careful. Some officials work hard to find and stop scams, yet the scammers just try to keep cons profitable by changing to avoid the law and make their offer sound better.

Recognizing a scam	Actions to take
They ask for money	Never send money to get a job. Ever!
Ask for bank account information	Never before being hired and only to HR if they set up direct pay for your wages to your bank account. (This should be in person at the company.)
Other scams you have seen or asked about:	

Job Search

Be sure to keep a file of companies where you have applied, when, and if possible, a copy of any applications and resumes you turn in. To find a job, you will be

Your Skills & Abilities

Your Computer and Communication Skills

List the computers and software you work with and any other electronics or machines that will play into a new job.

Skill	An advantage for the work position

What can you do and not yet know with a computer or other electronics?

Make a list of what so you know your strengths and weaknesses. You can always brush up on the newest trends and ideas through YouTube or a cheap class online. It is easier knowing before you go into an interview and need correct answers right away.

Skill in question	What have you done to learn more about the skill

Your Computer and Communication Skills

How good are you with Zoom, Facetime, MicrosoftTeams, Whatsapp, Slack, Clubhouse, Instagram, etc. If your job may require these communication platforms, it is good to learn them now.

Communications platform	The study you've taken to get up to speed

What You Can Do and Not Do

Do you have any limitations that would make doing the job hard?

Physical limitation	The action you are taking to overcome the concern

Software You Are Good Using

Playing Halo or Grand Theft Auto will rarely get you noticed, Yet if you are excellent at something needed in a job, it might help you level up during the hiring process.

What software are you good at using	Where did you use it in the past

Elevator Pitch

These self-advertisements are good. The trick is not to jump everyone you see and sound overly needy. These have nothing to do with elevators other than timing. Regular conversation and do this with ease as though you are giving them good information, and they may be able to help. They probably do not have a position for you, so do not ask them for a job. Ask them if they can think of someone who might need your skills.

Elevator Pitch	
30 Sec	Who you are, what you do, and do they know anyone who could use your talents?
3 Min	A short explanation of your highlights
5 Min	Tell a little bit more.

Letters

and



Resumes

The Cover Letter

Some companies will not hire you without one, and some companies never consider these letters. Do your research, or just do both. Please keep it to one page, focusing on what the company wants to do for them.

Company Desire	Your Abilities

The Real Employment Dates

Getting the dates of past employment correct is the most important thing you can do as a job candidate. Companies will run background checks for even the most menial positions. If your past dates are wrong, the company will think you are not interested enough to get facts correct, and they will drop you at that point.

Where you have worked	From - To Dates

Who Do You Know

Talk to a worker from the company. Someone you may know, or someone a friend of yours does. Take them out for coffee and talk to them about the company for 20-minutes. You will get an authentic flavor of how it is to work there.

Talk	What you Learned

The True And False About Job Listings

You will hear of job announcements crafted for a particular person the company wants to hire. It does happen. Do not get discouraged by this. It might work out you have better skills than the other candidate, or the company has another opening coming up they may want you to take.

Applying For Jobs

Never stand still. Keep applying for jobs until you sign with a company and start the intro process.

Dressing The Part

If you live where people know and see others regularly, you want to be seen in a good light. It is especially true if you are looking for a job. You do not have to wear a suit all the time. Make sure, Though, that you wear suitable clothes in good repair.

Talking With Directors before Applying

Directors are professionals who love to share what they do with others. If asked, they will probably make time to talk with you about their work. There are some rules, though.

- Do not ask them for a job. Directors often can not hire without HR okaying it.
- Do not hand them your resume unless they ask for it. Have one in a portfolio ready in case.
- Stay on the subject.
- Do not act bored. Stay engaged.
- Dress your part and behave nicely.
- No lude jokes, No piercings, and no midriff anything.
- Thank them. Directors are usually giving up their time to talk with you.

Director Talked with	Company

Interviews



I have an entire course I am building on interviews. Until it comes out, here are some things to think about and some of the ideas I have seen work.

The Phone Interview

- Be ready and on time (5 – 10 min early is good)
- Do not Interview in your Pajamas.
- Dress to the nines! You impress yourself, and the interviewers will hear it in your Voice.
- No kids or spouse in the room.
- No pets in the room.
- No music playing.
- Have a mirror at hand to smile into.
- Do not eat during the interview.
- No kitchen sounds
- No Bathroom Sounds!!!
- Thank everyone for their time.
- Things that you think of:
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Zoom Interviews

Sometimes Zoom calls are not taken seriously. Zoom interviews will have the potential to change your life for years. It is a lot like a phone interview, only even more important.

- Be ready and on time (5 – 10 min early is good)
- Dress to the nines whether you think they will not see everything or not! You impress yourself, and the interviewers will hear it in your Voice.
- No kids or spouse in the room.
- No pets in the room.
- No music playing.
- Look into the camera and Smile. You should be able to see yourself along with the interviewers.
- Do not eat during the interview.
- No kitchen sounds!
- Ensure the electronics are on ahead of time if possible.
- No Bathroom Sounds!!!
- Thank everyone for their time.
- Things that you think of:
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Live Interviews

- Be on time (10 – 15 min early is good)
- Be respectful. Your first interviewer is usually the receptionist. They are often respected in the company and asked what they thought of you.
- Do not take coffee if offered. Water is okay.
- Do not eat at the company while waiting for the interview.
- Dress to the nines, whether you think they will notice everything or not! You impress yourself, and the interviewers will hear it in your Voice.
- If you want to take notes, ask permission first.
- Questions are to get you to talk. Keep answers down to a minute or two. No 20-minute answers. After five they forgot what they asked you.
- Smile! Stay calm.
- Things that you think of:
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Thank You Notes

- Very Important!
- Handwrite them.
- Spell names correctly
- Delivered the sooner, the better.
- Many people will go to their car and write the notes after the interview and bring them back to the receptionist.

No Nose rings, studs, or Midriffs

- You are joining the company, and they are not joining you.
- The company will Not come around to your way of thinking.
- You must live up to the company dress requirements.
- It is not stifling your freedom. It is upholding your freedom of choice. Do you want to work? No one forces anyone.
- Other Don'ts :
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Mike Balof Bio Biography of Mike Balof, 2020

In my life, I have worked on the theatrical stage. I chased weather satellites, was a counselor at a cemetery, built computers and servers, and taught others to use a computer and find jobs. Along the way, I wrote some books and some courses on finding and pursuing your future. I am happy to say that my next adventure is finally underway.

I have studied for over four years and became a life coach. My goal is to work with those who have found themselves in a rut and need help getting out. I have also come to understand that with the aggregated collection of data going on today, I will be a continuous learner for the rest of my life. I think that is good. At least we are all learning, and hopefully, the knowledge gained will help everyone live better.

For those counting degrees and certificates:

Associate of Applied Science, Electronic Systems, 1993, Community College of the Air Force

Bachelor of Science, Business Management, 2011, University of Phoenix

Delta Mu Delta Business Honor Society, 2011

Master of Arts, Adult Education, and Training, 2012, University of Phoenix

Certified for life coaching through Achology:

Mindfulness Practitioner

Life Coach Certificate 2016

NLP Practitioner

The Fundamentals of Skilled Helping

Life Coaching Practitioner Diploma

Life Coach Certificate 2019

The Business, Innovation, and Entrepreneurship Masterclass

