

## Best Practices for a Better Hiring Process

**Target Audience:** All of Company XYZ's HR interviewers and hiring managers that will be making hiring decisions this year. The team is widely distributed throughout the United States. There is also wide variation in technical knowledge, though they all have basic computer skills.

### Learning Objectives:

1. Describe proper preparation for the interviewing process, including establishing a time frame and defining the desired job skills.
2. Assemble an interview panel and identify the decisions to be made within the panel prior to scheduling interviews.
3. Apply strategies to conduct organized and productive interviews that are successful in identifying and hiring desirable candidates.

**Seat Time:** 20 minutes

### Outline:

- Welcome to this course
- Navigation
- Introduction – HiTech Inc pain points; Meet Doug and Kat
- Learning objectives
- Step 1: Assemble the interview panel
- Step 2: Pre-Interview preparation
- Step 3: Apply strategies for successful interview
- Summary
- Results
- Assessment
- End Course

### Directions: [Notes for Reviewers]

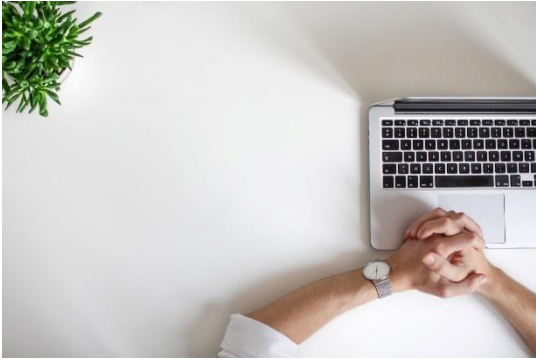
- All text is in Open Sans font.


- **VO** = Voice over. **OT** = On-screen text.
- Slide titles will be indicated in **bold and underlined**. If present, they are to appear at the top of the slide.
- Brackets [] will be used to match specific animations to narration.
- Notes for developer will be highlighted.
- Please include feedback and questions in the Notes section of each slide.
- Please see color palette below and use this as a guide to adhere to the Company XYZ aesthetic. \*\*\*\*\*




#### Module Resources/References:

There are no supplemental resources for this course.

Slide 1/ Menu Title: <i>Welcome to this course</i>		Objective: [n/a]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Image of work desk. Title overlays the white space of the image.</p>  <p><a href="https://unsplash.com/photos/kRNZiGKtz48">https://unsplash.com/photos/kRNZiGKtz48</a></p>	<p><b><u>Best Practices for a Better Hiring Process</u></b></p>	<p><b>VO:</b>  <i>Welcome to the course “Best Practices for a Better Hiring Process”. To learn how to navigate this course, select the Navigation button. To start the course, select the Start button.</i></p>	<ul style="list-style-type: none"> <li>The NAVIGATION and START COURSE buttons fade in with the narration.</li> </ul> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>Learner will click “START COURSE” advance to Slide3.</li> <li>Learner will click “NAVIGATION” to advance to the next slide.</li> </ul>



Slide 2/ Menu Title: <i>Navigation</i>		Objective: [n/a]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	<p><b><u>Course Navigation</u></b></p> <p><b>OT:</b></p> <p>[1] Select Next to begin</p>	<p><b>VO:</b>  <i>To move backward and forward in the course, select the Previous and Next buttons.</i>  <i>To replay the slide, select the Refresh button.</i>  <i>If you need to pause the course, select the Play/Pause button.</i>  <i>If you want to navigate to a different section in the course, select the Menu button.</i></p>	<ul style="list-style-type: none"> <li>With each sentence, a blue arrow will fade in and point to corresponding part of the player (Previous button, Next button, Refresh button, Play/Pause button, Menu)</li> <li>[1] The arrow pointing to the Next button will be highlighted.</li> </ul> <p><b>Navigation:</b></p>


<a href="https://unsplash.com/photos/6gSyEKq4Pvg">https://unsplash.com/photos/6gSyEKq4Pvg</a>		[1] Now, let's get started. Select the Next button to continue.	<ul style="list-style-type: none"> <li>Learner will click Next button to advance to the next slide.</li> </ul>
<b>Notes:</b>			

Slide 3/ Menu Title: <i>Introduction</i>			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image:</p>  <p><a href="https://unsplash.com/photos/1deQbU6DhBg">https://unsplash.com/photos/1deQbU6DhBg</a></p> <p>[1] Three characters that are labeled:</p> <ul style="list-style-type: none"> <li>[2] Job applicant</li> <li>[3] New employee</li> <li>[4] Team leader</li> </ul>	<p><b>Introduction – This is HiTech Inc</b></p> <p><b>OT:</b> Welcome to Hi Tech Inc.</p> <p>[1] Click on each person to learn more.</p> <p><b>In caption bubbles:</b> [2] "I thought I was a good fit for the role, but they took so long to get back to me that I assumed they weren't interested and took a position with another company"</p> <p>[3] "I had a pretty vague idea of what the job entailed when I was hired, but the role ended up being completely different. I don't know</p>	<p><b>VO:</b></p> <p><i>This is HiTech Inc. Hi Tech Inc needs to add new members to their technical team this year. Upper management is concerned that previous hiring practices haven't been working well for the company.</i></p> <p>[1] <i>Click on each person to learn about their experience with HiTech Inc.</i></p> <p>[2] <i>I thought I was a good fit for the job, but they took so long to get back to me that I assumed they weren't interested and took a position with another company"</i></p> <p>[3] <i>I had a pretty vague idea of what the job entailed when I was hired, but the role ended up being completely different. I don't know how long I plan on staying.</i></p>	<ul style="list-style-type: none"> <li>Learner will click on each character (a hot spot can be used for this) to reveal a caption of their experience.</li> <li>Learner will click on an X in the caption box to close out of it.</li> <li>[5] "Select Next to continue" will appear (float up animation) in bottom right corner.</li> </ul> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>Learner will click Next to advance to the next slide.</li> </ul>

	<p>how long I plan on staying.”</p> <p>[4] “Too many of the new people on my team don’t have the technical skills that we need.”</p> <p>[5] Select Next to continue</p>	<p>[4] Too many of the new people on my team don’t have the technical skills that we need.</p>	
<b>Notes:</b>			


Slide [4]/ Menu Title: <i>Introduction</i>			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Male character in office or neutral background</p> <ul style="list-style-type: none"> <li>Labeled Doug – HR interviewer</li> </ul> <p>[1] Female character</p> <ul style="list-style-type: none"> <li>Labeled Kat – Hiring Expert</li> </ul>	<p><b><u>Meet Doug and Kat</u></b></p> <p><b>OT:</b></p> <p>[2] Help Doug through the interview process</p> <p>[3] Select Next to continue</p>	<p><b>VO:</b></p> <p><i>Meet Doug, an HR interviewer who is tasked with hiring candidates to the technical team without the pitfalls of the past.</i></p> <p>[1] <i>Meet Kat, a hiring mastermind here to help Doug each step of the way.</i></p> <p>[2] <i>With the help of Kat’s expertise, you will guide Doug though the interview process to be successful in hiring technical team members.</i></p>	<ul style="list-style-type: none"> <li>[1] Kat animates in with audio</li> <li>[3] “Select Next to continue” will appear (float up animation) in bottom right corner.</li> </ul> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>Learner will click Next to advance to the next slide.</li> </ul>
<b>Notes:</b>			

Slide [5]/ Menu Title: <i>Learning Objectives</i>			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Each objective will be displayed in a horizontal panel. The 3 panels should be even in size.</p> <p>[1]</p>  <p><a href="https://www.pexels.com/photo/woman-pointing-at-whiteboard-3727511/">https://www.pexels.com/photo/woman-pointing-at-whiteboard-3727511/</a></p> <p>[2]</p>  <p><a href="https://www.pexels.com/photo/professionals-having-a-meeting-3184287/">https://www.pexels.com/photo/professionals-having-a-meeting-3184287/</a></p>	<p><b><u>Learning Objectives</u> ***</b></p> <p><b>OT:</b> After this course, you will be able to:</p> <p>[1] Describe proper preparation for the interview process, including establishing a timeframe and defining the desired job skills.</p> <p>[2] Assemble an interview panel and identify the decisions to be made within the panel prior to scheduling interviews.</p> <p>[3] Apply strategies to conduct organized and productive interviews that are successful in identifying and hiring desirable candidates.</p> <p>[4] Select Next to continue</p>	<p><b>VO:</b> <i>After this course, you will be able to:</i></p> <p>[1] <i>Describe proper preparation for the interview process, including establishing a timeframe and defining the desired job skills.</i></p> <p>[2] <i>Assemble an interview panel and identify the decisions to be made within the panel prior to scheduling interviews.</i></p> <p>[3] <i>Apply strategies to conduct organized and productive interviews that are successful in identifying and hiring desirable candidates.</i></p>	<ul style="list-style-type: none"> <li>Each objective/panel will animate in with the audio.</li> <li>[4] “Select Next to continue” will appear (float up animation) in bottom right corner.</li> </ul> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>Learner will click Next to advance to the next slide.</li> </ul>

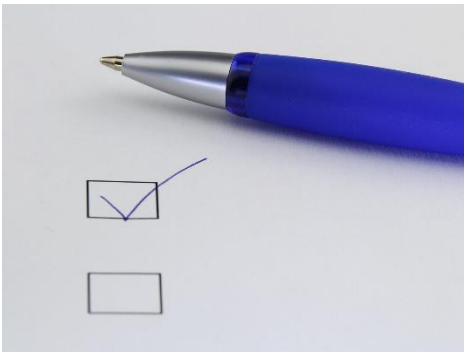
<p>[3]</p>  <p><a href="https://www.pexels.com/photo/businesspeople-shaking-hands-4342493/">https://www.pexels.com/photo/businesspeople-shaking-hands-4342493/</a></p>			
<p><b>Notes:</b></p>			

Slide [6]/ Menu Title: <i>Step 1: Assemble Interview Panel</i>		Objective: [1]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Doug and Kat to be displayed over an office or neutral background</p>	<p><b><u>Assemble Interview Panel</u></b></p> <p><b>OT:</b> [1] Who should Doug include on the interview panel for a technical team position? Select all correct answers and click Submit. Options to be presented as 3 separate rectangles or bullets.</p>	<p><b>VO:</b></p> <p><i>The interview process begins before any candidates are even notified that there is an opening. The first step is to assemble the interview panel for the position.</i></p> <p>[1] <i>Who should Doug include on the interview panel for the technical team position?</i></p>	<ul style="list-style-type: none"> <li>• [1] Learner will click to select their choices.             <ul style="list-style-type: none"> <li>○ If they select all, a “correct” icon will be displayed after they click Submit button.</li> <li>○ If they do not select all, the correct answers will be highlighted after the click Submit.</li> </ul> </li> </ul>


	<ul style="list-style-type: none"> <li>• HR interviewer</li> <li>• Technical expert</li> <li>• Tech Team Leader</li> <li>• All 3 answers are correct.</li> </ul> <p>[3] Remember that one person may fill more than one of these roles.</p> <p>[4] Select Next to continue</p>	<p><b>Kat's voice:</b></p> <p>[2] All 3 roles should be included in the interview panel since all are important in the decision-making process. The team leader can be specific about what they need in a new hire. The technical expert can ensure that candidates have enough technical knowledge to succeed in the role.</p> <p>[3] Keep in mind that one person may fill more than one of these roles.</p>	<ul style="list-style-type: none"> <li>• [2] Kat appears as her voice starts.</li> <li>• [4] "Select Next to continue" will appear (float up animation) in bottom right corner.</li> </ul> <p><b>Navigation:</b> Learner will click Next to advance to the next slide.</p>
<b>Notes:</b>			

Slide [7]/ Menu Title: <i>Assemble Interview Panel</i>			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Initial image on the slide</p> 	<p><b><u>Assemble Interview Panel</u></b></p> <p><b>OT:</b> [1] What should Doug do? Select you answer.</p> <ul style="list-style-type: none"> <li>• Proceed with the process and have candidates meet with Mark separately.</li> </ul>	<p><b>VO:</b> <i>Mark, the technical expert that Doug selected is more than happy to be on the interview panel, but has a vacation scheduled during the time that interviews are supposed to be conducted.</i></p> <p>[1] What should Doug do?</p> <p><b>Kat's voice:</b></p>	<ul style="list-style-type: none"> <li>• [1] Text animates in with the audio. Learner will click to select their choice. A "correct" icon will be displayed if they select the correct answer.</li> <li>• [2] Kat appears as her voice starts.</li> </ul>


<a href="https://www.pexels.com/photo/man-wearing-black-suit-jacket-and-pants-937481/">https://www.pexels.com/photo/man-wearing-black-suit-jacket-and-pants-937481/</a>	<ul style="list-style-type: none"> <li>Replace Mark with a different technical expert, then proceed with the process. <b>Correct</b></li> </ul> <p>[2] Make sure the whole panel is available for the interview process.</p> <p>[3] Select Next to continue</p>	<p>[2] <i>Make sure the whole panel is available for the interview process. You want to be able to contact and interview candidates quickly.</i></p>	<ul style="list-style-type: none"> <li>[3] “Select Next to continue” will appear (float up animation) in bottom right corner.</li> </ul> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>Learner will click Next to advance to the next slide.</li> </ul>
<b>Notes:</b>			

Slide [8]/ Menu Title: <i>Pre-Interview Preparation</i>		Objective: [2]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
 <p><a href="https://pixabay.com/photos/office-selection-write-paper-3199659/">https://pixabay.com/photos/office-selection-write-paper-3199659/</a></p>	<p><b>Pre-Interview Preparation</b></p> <p><b>OT:</b></p> <p>[1] What should Doug do next? Select your answer.</p> <ul style="list-style-type: none"> <li>List top 3-5 specific tasks that the job entails, and the skills needed to perform them.</li> <li>Make a checklist of all the job</li> </ul> <p><b>correct</b></p>	<p><b>VO:</b></p> <p><i>The interview panel has been assembled, but more preparation is needed before candidates are involved in the process. Doug still needs the panel to identify what type of candidates they want to interview.</i></p> <p>[1] <i>What should Doug do next?</i></p> <p><b>Kat's voice:</b></p> <p>[2] <i>If you don't know exactly what you want and need, then how are you going to interview somebody</i></p>	<ul style="list-style-type: none"> <li>[1] Text animates in with the audio. Learner will click to select their choice. A “correct” icon will be displayed if they select the correct answer.</li> <li>[2] Kat appears as her voice starts.</li> <li>[4] “Select Next to continue” will appear (float up animation) in bottom right corner.</li> </ul> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>Learner will click Next to advance to the next slide.</li> </ul>


	<p>qualifications listed in competitors' job ads.</p> <p>[2] Clearly define the role</p> <p>[3] Don't use a checklist</p> <p>[4] Select Next to continue</p>	<p><i>and know they're the right match for the job? An important first step is to fully define the job. You want to know the technologies involved, the team culture and dynamic, as well as the business skills needed to do the job.</i></p> <p><i>[3] Knowing what you want is good. But, don't have a checklist that would eliminate most or even all candidates.</i></p>	
<b>Notes:</b>			

Slide [9]/ Menu Title: <i>Pre-Interview Preparation</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	<p><b><u>Pre-Interview Preparation</u></b></p> <p><b>OT:</b></p> <p>[1] Should Doug proceed with scheduling interviews? Select your answer.</p> <ul style="list-style-type: none"> <li>Yes. The panel has defined the role and are ready to proceed.</li> <li>No. The panel needs to plan exactly what will be asked during</li> </ul>	<p><b>VO:</b></p> <p><i>The interview panel thinks they are ready to schedule interviews. Two of the panel members know what they want in a candidate but have never conducted an interview before.</i></p> <p>[1] <i>Should Doug proceed with scheduling interviews?</i></p> <p><b>Kat's voice:</b></p> <p>[2] <i>To be prepared means to know every question you're going to ask the candidate in advance of the interview. Without preparation,</i></p>	<ul style="list-style-type: none"> <li>[1] Text animates in with the audio. Learner will click to select their choice. A "correct" icon will be displayed if they select the correct answer.</li> <li>[2] Kat appears as her voice starts.</li> <li>[4] "Select Next to continue" will appear (float up animation) in bottom right corner.</li> </ul> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>Learner will click Next to advance to the next slide.</li> </ul>

<a href="https://www.pexels.com/photo/colleagues-talking-with-each-other-9489077/">https://www.pexels.com/photo/colleagues-talking-with-each-other-9489077/</a>	<p>the interviews. <b>Correct</b></p> <p>[2] Prepare interview questions ahead of time.</p> <p>[3] Learn appropriate vs inappropriate interview questions.</p> <p>[4] Select Next to continue</p>	<p><i>you risk spending the interview asking questions about hobbies and the weather. You may learn a lot about the candidate's personality, which is good, but you won't know if they can do the job. Without preparation, you risk wasting the company and the candidate's time.</i></p> <p><i>[3] Interviewers should also be trained on what are appropriate vs inappropriate interview questions.</i></p>	
<b>Notes:</b>			

Slide [10]/ Menu Title: <i>Conduct Efficient Interviews</i>				Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
	<p><b><u>Conduct Interviews</u></b></p> <p><b>OT:</b></p> <p>[1] What should be the next priority?</p> <ul style="list-style-type: none"> <li>Keep the momentum by scheduling the next batch of interviews.</li> <li>Making a hiring decision and contacting desirable</li> </ul>	<p><b>VO:</b></p> <p><i>The interview panel scheduled and conducted multiple interviews quickly.</i></p> <p>[1] <i>What should be the next priority?</i></p> <p><b>Kat's voice:</b></p> <p>[2] <i>The interview panel did a great job. Candidates were able to meet all the decision-makers at one time. Everyone on the panel remember the key goal of the interview –</i></p>	<ul style="list-style-type: none"> <li>[1] Text animates in with the audio. Learner will click to select their choice. A “correct” icon will be displayed if they select the correct answer.</li> <li>[2] Kat appears as her voice starts.</li> <li>[4] “Select Next to continue” will appear (float up animation) in bottom right corner.</li> </ul> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>Learner will click Next to advance to the next slide.</li> </ul>	

<a href="https://unsplash.com/photos/d30sszrW7Vw">https://unsplash.com/photos/d30sszrW7Vw</a>	<p>candidates. <b>Correct</b></p> <p>[2] Goal of the interview = determine if the candidate can successfully do the job.</p> <p>[3] Make hiring decisions and contact desired candidates quickly</p> <p>[4] Select Next to continue</p>	<p><i>determining if the candidate can successfully do the job.</i></p> <p><i>[3] Now, the panel needs to make hiring decisions and contact their desired candidates quickly. Remember, you are competing against other companies for candidates just like candidates are competing against other candidates for your job. You want to show interest and respect for your candidate's time.</i></p>	
<b>Notes:</b>			

Slide [11]/ Menu Title: <i>Review</i>			Objective: [all]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>The text of each of the 3 major steps (along with the key points) will be placed into this infographic.</p>  <p><a href="https://www.freepik.com/free-psd/infographic-presentation-">https://www.freepik.com/free-psd/infographic-presentation-</a></p>	<p><b><u>Interview Process Summary</u></b></p> <p><b>OT:</b> <b>In first circle:</b></p> <p>[1] Assemble Hiring Panel</p> <ul style="list-style-type: none"> <li>Remember that one person may fill more than one role.</li> <li>Make sure the whole panel is available for the interview process.</li> </ul>	<p><b>VO:</b></p> <p><i>Doug and the interview panel hired several candidates. Let's review the steps that they took.</i></p> <p>[1] <i>First, Doug assembled an interview panel that consisted of an HR interviewer, technical expert, and tech team leader. Since they were the hiring decision makers, Doug made sure that they would all be available during the interview process.</i></p>	<ul style="list-style-type: none"> <li>Text animates in with audio</li> <li>[4] "Select Next to continue" will appear (float up animation) in bottom right corner.</li> </ul> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>Learner will click Next to advance to the next slide</li> </ul>

<a href="https://www.banner_21094491.htm#query=infographic&amp;position=25&amp;from_view=search">banner_21094491.htm#query=infographic&amp;position=25&amp;from_view=search</a>	<p><b>In second circle:</b></p> <p>[2] Pre-Interview Preparation</p> <ul style="list-style-type: none"> <li>Clearly define the role.</li> <li>Don't use a checklist</li> <li>Prepare interview questions ahead of time.</li> </ul> <p><b>In third circle:</b></p> <p>[3] Conduct Efficient Interviews</p> <ul style="list-style-type: none"> <li>Goal of the interview = determine if the candidate can successfully do the job.</li> <li>Make hiring decisions and contact desired candidates quickly</li> </ul> <p>[4] Select Next to continue</p>	<p>[2] Next, came pre-interview preparation. The interview panel clearly defined the major aspects of the role instead of the using a checklist that would likely eliminate most candidates. They prepared interview questions ahead of time and decide who would ask each question.</p> <p>[3] Then, the panel conducted efficient and effective interviews, keeping in mind that the goal of the interview is to determine if the candidate can successfully do the job. The technical expert was vital during the interview process since they asked questions to ensure that candidates had the right level of technical knowledge. After the interviews, they made hiring decisions and contact desired candidates quickly.</p> <p>[4] Let's see the result of this process.</p>	
<b>Notes:</b>			

Slide [12]/ Menu Title: <i>Results</i>		Objective: [n/a]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	<u>Results</u>	<b>VO:</b>	



Photo by Khwanchai Phanthong from Pexels:  
<https://www.pexels.com/photo/person-holding-blue-dart-pin-4174745/>

[1] Three characters that are labeled  
(similar style to Slide #3):

- [2] Job applicant
- [3] New employee
- [4] Team leader

#### OT:

[1] Click on each person to learn more.

In caption bubbles:

[2] “The company got back to me right away to schedule an interview. It made me feel like they really valued what I could add to the team.”

[3] “The interviewers were crystal clear about what the job entailed, and they asked relevant questions about my programming knowledge. The process was so seamless that it made me excited to accept a position, and I’m glad I did.”

[4] “The technical team is growing quickly, and everybody has the technical skills that we need to get the job done.”

[6] Select Next to continue

[1] *Click on each person to learn about their experience with HiTech Inc.*

[2] *The company got back to me right away to schedule an interview. It made me feel like they really valued what I could add to the team.*

[3] *“The interviewers were crystal clear about what the job entailed, and they asked relevant questions about my programming knowledge. The process was so seamless that it made me excited to accept a position, and I’m glad I did.”*

[4] *“The technical team is growing quickly, and everybody has the technical skills that we need to get the job done.”*

**Kat’s voice:**


[5] *Congratulations on a job well done!*

- Learner will click on each character (a hot spot can be used for this) to reveal a caption of their experience.
- Learner will click on an X in the caption box to close out of it.
- [5] Kat appears as her voice starts.
- [6] “Select Next to continue” will appear (float up animation) in bottom right corner.

#### Navigation:

- Learner will click Next to advance to the next slide.

**Notes:**

Slide [13]/ Menu Title: <i>Assessment</i>			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Text and images will overlay tablet screen. A custom blue Start button will need to be created.</p>  <p><a href="https://unsplash.com/photos/IJrTJHzQjOs">https://unsplash.com/photos/IJrTJHzQjOs</a></p>	<p><b><u>Assessment</u></b></p> <p><b>OT:</b> You will be asked 5 Assessment questions. You need to answer at least 4 correctly.</p> <p>A passing score is 80%</p> <p>[1] Select start to begin</p>	<p><b>VO:</b></p> <p><i>Now, you will answer assessment questions to test your knowledge. You will be asked 5 questions and need to answer at least 4 correctly.</i></p> <p><i>A passing score is 80 percent.</i></p> <p>[1] <i>Press the blue start button when you are ready to begin.</i></p>	<ul style="list-style-type: none"> <li>[1] Text animates in with the corresponding audio.</li> <li>[1] An animation brings in the word START to replace the text on the screen.</li> </ul> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>Learner clicks the start button to advance to next slide.</li> <li>Next button on the player is not visible.</li> </ul>
<b>Notes:</b>			

Slide [14]/ Menu Title: <i>Question #1</i>			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Custom Submit button	<p><b><u>Question #1</u></b></p> <p><b>OT:</b> When assembling an interview panel, each person can only fulfill one role.</p> <p>True False</p>		<ul style="list-style-type: none"> <li>True/False question</li> <li>Learner clicks submit button to submit answer.</li> <li>Feedback pops up after answer submitted.</li> </ul>

	Select your answer and click Submit		<b>Navigation:</b> <ul style="list-style-type: none"> <li>Learner clicks 'continue' on feedback to advance to next question.</li> <li>Player navigation disabled</li> </ul>
<b>Notes:</b>			

Slide [15]/ Menu Title: <i>Question #2</i>			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Custom Submit button	<p><u><b>Question #2</b></u></p> <p><b>OT:</b></p> <p>Who should be asking the majority of questions that determine if a candidate has sufficient technical knowledge?</p> <ul style="list-style-type: none"> <li>HR interviewer</li> <li>Tech team leader</li> <li>Technical expert</li> <li>Everyone on the panel should take turns</li> </ul> <p>Select your answer and click Submit</p>		<ul style="list-style-type: none"> <li>Multiple choice question</li> <li>Learner clicks submit button to submit answers.</li> <li>Feedback pops up after answer submitted.</li> </ul> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>Learner clicks 'continue' on feedback to advance to next question.</li> <li>Player navigation disabled</li> </ul>
<b>Notes:</b>			


Slide [16]/ Menu Title: <i>Question #3</i>			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Custom Submit button	<p><b><u>Question #3</u></b></p> <p><b>OT:</b> When should interview questions be determined?</p> <ul style="list-style-type: none"> <li>• Before interviews are scheduled</li> <li>• During the interview depending on how the conversation is going.</li> </ul> <p>Select your answer and click Submit</p>		<ul style="list-style-type: none"> <li>• Multiple choice question</li> <li>• Learner clicks submit button to submit answers.</li> <li>• Feedback pops up after answer submitted.</li> </ul> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>• Learner clicks 'continue' on feedback to advance to next question.</li> <li>• Player navigation disabled</li> </ul>
<b>Notes:</b>			

Slide [17]/ Menu Title: <i>Question #4</i>			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Custom Submit button	<p><b><u>Question #4</u></b></p> <p><b>OT:</b> What is a good way to show a candidate that you are interested? Select all that apply.</p> <ul style="list-style-type: none"> <li>• Be quick to schedule interviews.</li> </ul>		<ul style="list-style-type: none"> <li>• Multiple answer question</li> <li>• Learner clicks submit button to submit answers.</li> <li>• Feedback pops up after answer submitted.</li> </ul> <p><b>Navigation:</b></p>

	<ul style="list-style-type: none"> <li>• Contact the candidate soon after the interview.</li> <li>• Spend the interview asking about their hobbies.</li> </ul> <p>Select your answers and click Submit</p>		<ul style="list-style-type: none"> <li>• Learner clicks 'continue' on feedback to advance to next question.</li> <li>• Player navigation disabled</li> </ul>
<b>Notes:</b>			

Slide [18]/ Menu Title: <i>Question #5</i>		Objective: [n/a]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Custom Submit button	<p><b><u>Question #5</u></b></p> <p><b>OT:</b></p> <p>It is best to make a checklist of desirable traits and eliminate candidates who don't check all the boxes.</p> <p>True False</p> <p>Select you answer and click Submit</p>		<ul style="list-style-type: none"> <li>• True/False question</li> <li>• Learner clicks submit button to submit answer.</li> <li>• Feedback pops up after answer submitted.</li> </ul> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>• Learner clicks 'continue' on feedback to advance to next question.</li> <li>• Player navigation disabled</li> </ul>
<b>Notes:</b>			

Slide [19]/ Menu Title: <i>Results</i>			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Quiz results</p> <p>Custom 'Review Quiz' button (always appears)</p> <p>Custom 'Continue' button (appears with passing score)</p> <p>Custom 'Retake Quiz' button (appears with failing score)</p>	<p><b>OT:</b></p> <p>Note: Learner's score will appear on screen.</p>	<p><b>VO:</b></p> <p><b>Passing Score:</b> <i>Congratulations! You passed.</i></p> <p><b>Failing Score:</b> <i>Sorry! You did not pass. To retake the course, select retake test.</i></p>	<p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>Learner clicks 'Review Quiz' button to review answers.</li> <li>Learner clicks 'Retake Quiz' button to return to Slide 13 before retaking quiz.</li> <li>Learner clicks 'Continue' button to advance to next slide.</li> <li>Player navigation disabled</li> </ul>
<b>Notes:</b>			

Slide [20]/ Menu Title: <i>End Course</i>			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	<p><u><b>Thank you</b></u></p> <p><b>OT:</b></p> <p>[1] Thank you</p>	<p><b>VO:</b></p> <p><i>You have completed the course, Best Practices for a Better Hiring Process.</i></p> <p>[1] <i>Thank you for your participation.</i></p> <p><i>You may now exit the course.</i></p>	<ul style="list-style-type: none"> <li>[1] Text animates in with audio and overlays the notebook.</li> </ul> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>Learner clicks "Exit Course" button to exit course</li> <li>Learner clicks "Restart Course" button to restart the course (go back to Slide 1)</li> </ul>

<a href="https://unsplash.com/photos/vdaJJbls3xE">https://unsplash.com/photos/vdaJJbls3xE</a>			<ul style="list-style-type: none"><li>• Player Navigation disabled</li></ul>
<b>Notes:</b>			

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Slide [##]/ Menu Title: <i>Assessment</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	<u>Slide Title</u>  OT:	VO:	Navigation:
Notes:			

Slide [##]/ Menu Title: <i>Assessment</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	<u>Slide Title</u>  OT:	VO:	Navigation:
Notes:			

Slide [##]/ Menu Title: <i>[Insert Title]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	[Slide Title]	[Insert Script Text]	
Notes:			

Slide [##]/ Menu Title: <i>[Insert Title]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	[Slide Title]	[Insert Script Text]	
Notes:			