

Effective Hiring Strategies– Storyboard

Notes for Reviewers:

- Because this course is in Rise, narration will only be included within Storyline blocks.
- The Rise Block column is more for developers to know how to build the content/material. Reviewers focus should be on the on screen text and interaction type.
- Please focus on the **accuracy** and **completeness** of the content during this review cycle. “Page breaks” for the online course will be adjusted after the content is edited.
- Questions for reviewers are indicated with **green highlighting**. All questions will need to be resolved before programming can begin.
- Remember, the text in the right column will be narrated audio.
 - There will be “connecting” words and phrases that would not appear in a written procedure. If the wording seems awkward to you, try reading the text aloud to see how it fits, then make changes if it still seems necessary.
 - Formatting is merely to aid the voiceover talent: remember, learners will hear – not see – this text.
 - Capitalization is not important in the right column, but is particularly important in the center column, “On Screen Text/Visual/Display.”
- Use the Table of Contents on the next page for ease of navigation.
- Optional Tip: Hiding the top and bottom margins of this document (double-clicking between the pages to “Hide/Show White Space”) will enable you to go through the storyboard more smoothly.

Learning objectives:

As a result of this course, learners will be able to:

- describe differences between effective and ineffective hiring strategies
- identify the 7 hiring strategies in Company X’s new hiring model
- apply the 7 hiring strategies throughout the life cycle of the interview process

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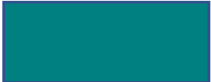


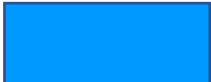

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Color Palette/Fonts/Navigation

	#008080	Fonts: Merriweather (Headings) / Lato (Body font)
	#666699	Navigation: Restricted No sidebar No lesson labels or previous/next buttons
	# FF9933	
	#0099FF	
	# FF5050	

Title: Hiring Strategies That Work				
Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Hiring Strategies That Work	<p>As our company grows and moves into the future, we're committed to building the best team possible. This course is going to help us perfect our hiring processes, so we can confidently fill each role with the best people.</p> <p>Using effective hiring strategies will transform our organization, and we are excited to have you as part of our interview team. Let's get started!</p>	Start Course button	

Lesson 1: Why Are Hiring Strategies Important?				
Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Paragraph with Heading	<p>Why Are Hiring Strategies Important?</p> <p>There are many costs associated with hiring the wrong candidate. A "bad fit" employee drags down productivity and morale, and costs the company lost revenue and customers.</p> <p><i>Click to flip.</i></p>		
2	Flash Card Grid (Images of pie charts on front of flashcards made in PPT by developer)	<p>Visual: 74% pie chart (flip)</p> <p>Text: 74% of employers say they've hired the wrong person for a position.</p>	Click to flip	

		<p>Visual: \$15,000 (flip) Text: \$15,000 is the average cost of one bad hire.</p> <p>Visual: 63% pie chart (flip) Text: 63% of candidates are dissatisfied with communication with employers after applying for a job.</p> <p>Visual: 60% pie chart (flip) Text: 60% of candidates quit a hiring process that takes too long.</p> <p>Visual: 68% pie chart (flip) Text: 68% of candidates will share negative hiring experiences with friends and networks.</p>		
3	Statement B	When we use effective hiring strategies, we ensure that Company X does not become one these statistics.		
4	Paragraph with Heading	<p>Why Hiring Strategies Matter</p> <p>Our hiring choices should help us to thrive and grow. With all that’s at stake, it’s important to use hiring strategies that will secure the best possible candidates.</p> <p><i>Move the slider to the left and right to see the impact of hiring strategies.</i></p>		
5	Storyline Block		Slider Interaction	

	<p>SL Block should appear flush in Rise (so no show of the player)</p>		<p>When slider is all the way left (ineffective) costs and turnover columns are the highest, and performance is the lowest. When the slider is all the way right (effective) costs and turnover columns are lowest, and performance is highest. Mention continuum</p>	
6	Continue	Continue to the goals	Click to continue	

Lesson 2: Goals				
Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Paragraph with Heading	<p>Goals:</p> <p>At the end of this course, you will be able to:</p> <ul style="list-style-type: none"> describe the differences between effective and ineffective hiring strategies name the 7 hiring strategies in Company X’s new hiring model apply the 7 hiring strategies throughout the life cycle of the interview process with Company X to get the best candidates possible 		

2	Continue	Let's start the hiring process!	Click to continue	
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Lesson 3: Creating a Job Description

Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Paragraph with heading	<p>Creating a Job Description</p> <p>You are a HR interviewer. Today you are working with Melinda, a hiring manager, to find the best candidates to fill the vacancies in Company X's technical team.</p>		
2	Continue	Click to meet Melinda	Click to continue	
3	Storyline Block	<p>Storyline character (Melinda) animated with different states/emotions while telling story. (Happy, irritated, shocked, confused, etc.)</p>		<p>(Melinda speaking)</p> <p>Hi, I'm Melinda and I'm looking forward to collaborating with you throughout the hiring process.</p> <p>The other hiring managers and HR interviewers agreed that we are unhappy with the quantity and quality of the hires we are currently getting.</p> <p>We want the best people and to hire the best people, we need an interviewing strategy.</p>

				<p>Today we are going to implement 7 hiring strategies that are proven to increase the quantity and quality of our new hires.</p> <p>The competition better look out because we are going to be adding phenomenal talent to our already outstanding team.</p> <p>The first phase of the hiring process is writing a job description. Let's get started!</p>
3	Image with Text	<p>Text: You and Melinda need to write a job description that will attract many high-quality candidates. To write a job description, how should you move forward?</p> <p>Visual: checklist on a clipboard</p>		
4	Heading	Select the best course of action:		
5	Button Stack	<p>Action A Let's talk with the team and the stakeholders involved with hiring to decide exactly what we are looking for and to figure out the team culture and dynamic. We should fully define the job, the technologies involved, and the skills needed to do the job well. Let's get consensus for 6-10 skills to include in the job description, and let's agree on our "must-haves" (required skills) versus our "nice-to-haves" (desired skills).</p>	<p>3 buttons SELECT ACTION A SELECT ACTION B SELECT ACTION C (Buttons are linked to corresponding feedback:</p>	

		<p>Action B Let’s write a job description quickly so we don’t miss any exceptional talent that is out there. We should define the job briefly, in a supportive and generic way, to speak directly to the candidates we are trying to attract. We should also make sure the description lets candidates know what we can do for them.</p> <p>Action C Let’s take our time with this and make sure we include all the skills and requirements we are looking for in an ideal candidate. We should probably include a list of all the software we use to make sure every candidate is proficient in the tools we use. The team is busy and writing the job description this way means we won’t have to bother them. We will include everything we are looking for to attract the best candidates possible.</p>	Action A/Lesson 4 Action B/Lesson 5 Action C/ Lesson 6)	
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Lesson 4: Creating a Job Description/ Feedback for Action A				
Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Statement C	Yes! Action A is the best choice.		
2	Image with Text	Visual: Melinda looking happy with positive body language. Text: The job description we wrote led to an ideal quantity of great candidates, many of whom are an		

		excellent match with our team culture and have the skills needed to do the job well. Although they aren't proficient in <i>all</i> our technologies, our new hires are smart and are learning what they don't know quickly. Overall, they are thriving, the company is doing great, and we are on our way to surpassing our annual goals.		
3	Button	Continue to Summary of Strategies	1 button CONTINUE (Button is linked to Lesson 7)	


Lesson 5: Creating a Job Description/ Feedback for Action B				
Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Statement C	Unfortunately, action B is not the best choice.		
2	Image with text	<p>Visual: Melinda looking upset</p> <p>Text: The job description we wrote was missing critical skills and we had too many unqualified candidates apply. In one interview, a hiring manager told the candidate about the job, and it was different from the one we described in the job description and the candidate didn't have the skills needed. We wasted everyone's time and now the candidate has a negative view of the company.</p>		
3	Button	TRY AGAIN	1 button	

			TRY AGAIN (Button is linked to lesson 3)	
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**Lesson 6: Creating a Job Description/
Feedback for Action C**

Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Statement C	Unfortunately, action C is not the best choice.		
2	Image with text	<p>Visual: Melinda looking upset</p> <p>Text: The job description we wrote took too long and then not enough candidates applied. Our job description was overstuffed with "requirements" that weren't really requirements. In a post interview one candidate said, "I almost didn't apply because I didn't meet all of the qualifications and I was afraid I would be wasting everyone's time." The company couldn't hire enough new employees, so now the team is burnout from putting in extra hours, and we must start the hiring process over again.</p>		
3	Button	TRY AGAIN	1 button TRY AGAIN (Button is linked to lesson 3)	

Lesson 7: Creating a Job Description/ Summary of Strategies				
Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Paragraph with Heading You or We?	<p>What’s the takeaway?</p> <p>It’s important to clearly define the job and to know what skills you’re looking for in ideal candidates. If you don’t know, then you shouldn’t start the hiring process. You’re wasting your time, the company’s time, and the candidates’ time, if you start the process before you’re ready.</p> <p><i>Click to expand</i></p>		
2	Accordion	<p>Text: Know exactly what you want</p> <p>Make sure the team agrees to:</p> <ul style="list-style-type: none"> • the definition and responsibilities of the job • the “must-have”/required and “nice-to-have”/desired skills and experiences • the technologies needed for the job versus those that can be taught • the qualities that will be a good fit with the team’s culture and dynamic <p>Once the team agrees, write a well-defined job description that includes these elements.</p> <p>Visual: Team of people collaborating</p> <p>Text: No exhaustive checklists!</p>		

		<p>It's good to have clear requirements and qualifications for the job, but don't limit your options by being too selective. Don't have a checklist that will eliminate most or even all candidates. Great candidates may avoid applying because they don't meet all the requirements. You need to be able to distinguish between skills that are nice to have and skills that are necessary for candidates to do the job.</p> <p>Software, for example, changes all the time. Something that's hot today, will be replaced in six months with something else. What you need are smart people who can learn what's needed to do the job not just today, but also into the future.</p> <p>Visual:</p> 		
3	Button	Click for Knowledge Check	(Button is linked to Lesson 8)	

Lesson 8: Creating a Job Description/ Knowledge Check				
Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Heading	Knowledge Check		
2	Statement B	Can you identify effective and ineffective strategies for writing job descriptions?		

3	Sorting Activity	<p>Effective Ineffective</p> <p>Items that get dragged to “Effective” box: Know exactly what you want Clearly define the job and the skills needed</p> <p>Items that get dragged to “Ineffective” box: Change the job description last minute Expect candidates to know and be able to do everything</p>	Learners drag and drop answers into one of two categories.	
4	Button	Continue to the next phase	(Button in linked to Lesson 9)	

Lesson 9: Scheduling Interviews

Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Paragraph with heading	<p>Scheduling Interviews</p> <p>You and Melinda wrote an excellent job description, which led to an influx of promising candidates! Now it is time for you to work together to schedule interviews.</p>		
2	Storyline Block	<p>Storyline character (Melinda) animated with different states/emotions while telling story. (Happy, irritated, shocked, confused, etc.)</p>		<p>(Melinda speaking) Hey, we are getting a substantial number of quality candidates from the job description we wrote. Getting the team’s input was a great idea!</p>

				<p>Now we need to schedule interviews. This can be tricky because everyone’s schedules are so busy.</p> <p>To give you a sense of how busy hiring managers are, during one of our last hiring sprees another hiring manager canceled an interview and rescheduled it. Then on the day the rescheduled interview was supposed to happen, the manager was a no-show. It can get hectic sometimes, but I think using effective hiring strategies will help us find the talent we need.</p> <p>Let’s make some decisions about scheduling these interviews!</p>
3	Image with Text	<p>Text: You and Melinda need to start scheduling interviews.</p> <p>When it comes to scheduling interviews, how should you move forward to secure the best candidates?</p> <p>Visual: (One of the following: person being interviewed, person on phone, or clock)</p>		
4	Heading	Select the best course of action:		
5	Button Stack	Action A	3 buttons	

		<p>The team is busy, but we should involve them in the interview process. Let’s build the interview schedule around the availability of the individual team members. It’s normal for candidates to come in for second or third round interviews. This way the team is involved, and we can see which candidates are serious about the job.</p> <p>Action B Because the team is busy with the current sprint, let’s not bother them by trying to get any more of their input. They helped with the job description. We have hiring managers for a reason. Let’s plan to fit the interviews around the hiring managers’ schedules and let one of them make the decisions.</p> <p>Action C This is going to be labor intensive, but let’s coordinate all the schedules of the key decision makers and members of the hiring team. We should all be present at the interviews, and we should schedule them as soon as possible so we don’t lose any candidates to other companies.</p>	<p>SELECT ACTION A</p> <p>SELECT ACTION B</p> <p>SELECT ACTION C</p> <p>(Buttons are linked to corresponding feedback: Action A/Lesson 10 Action B/Lesson 11 Action C/ Lesson 12)</p>	
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<p style="text-align: center;">Lesson 10: Scheduling Interviews/ Feedback for Action A</p>				
Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Statement C	Unfortunately, this is not the best choice.		
2	Image with text	Visual:		

		<p>Melinda looking upset</p> <p>Text: We lost good candidates because while they were waiting for us to schedule second or third interviews to meet the rest of the hiring team, they took other jobs.</p> <p>In a follow-up one candidate told the recruiter that it was taking too long to schedule a third interview and he was no longer interested in the position. His exact words were, "This isn't the type of work culture I'm looking for. I need to work for a company that values people's time."</p>		
3	Button	TRY AGAIN	1 button TRY AGAIN (Button is linked to lesson 9)	

**Lesson 11: Scheduling Interviews/
Feedback for Action B**

Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Statement C	Unfortunately, this is not the best choice.		
2	Image with text	<p>Visual: Melinda looking upset</p> <p>Text: We messed up. One of our hiring managers, interviewing solo, hired a person whose resume</p>		

		<p>was solid, and their work experience spoke volumes. But within days, the team was in upheaval. Half the team was swayed by the new person’s experience, edginess, and desire to push the envelope, the other half felt the company’s brand was at stake.</p> <p>Key members of the team threatened to leave, and it would have cost the company tens of thousands of dollars in lost productivity and lost talent. Thankfully, this person quit before it came to that, but it slowed the team down and now they aren’t sure if they will make their quarterly goals.</p>		
3	Button	TRY AGAIN	1 button TRY AGAIN (Button is linked to lesson 9)	

**Lesson 12: Scheduling Interviews/
Feedback for Action C**

Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Statement C	Yes! Our recommendation is the best choice.		
2	Image with Text	<p>Visual: Melinda looking happy.</p> <p>Text:</p>		

		Even though this choice required the most amount of coordination and effort, we think it is going to yield fantastic results. We were able to quickly coordinate and fill our interview schedule with highly qualified candidates. The team has expressed their gratitude that we are inviting them to the table, and they are looking forward to helping us in the interviews.		
3	Button	Continue to Summary of Strategies	1 button CONTINUE (Button is linked to Lesson 13)	

**Lesson 13: Scheduling Interviews/
Summary of Strategies**

Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Paragraph with Heading	Text: What’s the takeaway? It’s important to schedule interviews in a prompt manner and to have all decision makers involved in the process. This way candidates don’t need to come back for multiple interviews and hiring decisions can get made quickly and collaboratively. <i>Click to expand</i>		
2	Accordion	Text: Timeliness Don’t waste a candidate’s time. Good candidates have other opportunities. Get them in, interview	Two sections in accordion to click	

		<p>them, and contact them promptly to inform them about hiring decisions. It’s an effective way to run a business and build a brand, and candidates will appreciate the courtesy.</p> <p>Visual: Woman on phone at computer with incredibly happy expression</p> <p>Text: Meeting Everyone The candidates need to meet the decision makers. Don’t make them come back. Have a hiring manager, HR interviewer, and a few key employees as members of your hiring team. It’s easy for one person to miss a visual cue, a tone of voice, or a hesitation. When you make the interview process collaborative, you are less likely to miss something and more likely to find a candidate who’s a good fit.</p> <p>Visual: Team of people in office collaborating</p>		
3	Button	Continue for Knowledge Check	(Button is linked to Lesson 14)	

**Lesson 14: Scheduling Interviews/
Knowledge Check**

Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Heading	Knowledge Check		

2	Statement B	Can you identify effective and ineffective strategies for scheduling interviews?		
3	Sorting Activity	<p>Effective Ineffective</p> <p>Items that get dragged to “Effective” box: Get candidates hiring decisions promptly Have candidates meet decision makers Cancel interviews at the last minute</p> <p>Items that get dragged to “Ineffective” box: Take all the time you need in setting up interviews Have candidates come back for multiple interviews</p>	Learners drag and drop answers into one of two categories.	
4	Button	Continue to the next phase	(Button in linked to Lesson 15)	

Lesson 15: Preparing for Interviews

Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Paragraph with heading	<p>Preparing for Interviews</p> <p>You and Melinda have written a solid job description, and it has attracted candidates that the company is excited about! You have also fully packed the interview schedule. Now it’s time to prepare for the interviews.</p>		
2	Storyline Block	<p>Visual: Storyline character (Melinda) animated with different states/emotions while telling story. (Happy, irritated, shocked, confused, etc.)</p>		<p>(Melinda speaking) We are almost there!</p> <p>Preparing for the interviews is the next step, but there is something</p>

				<p>you should know before we go on. In sixty-five percent of our post-interview follow ups candidates are reporting negative experiences during interviews.</p> <p>We really need to do better in this area. We have data to suggest that the negative feedback is hurting our brand with the public.</p> <p>There are three strategies involved in preparing for interviews and I think they are going to help us correct course and create a better interview experience for our candidates and help us find and hire some great people.</p>
3	Image with Text	<p>Text: You and Melinda need to start preparing for the interviews.</p> <p>When it comes to preparing for interviews, how should you move forward to create a positive candidate experience <i>and</i> find and hire the best candidates?</p> <p>Visual: (People in office prepping, talking, working)</p>		
4	Heading	Select the best course of action:		
5	Button Stack	<p>Action A This may seem a little type-A, but we should create a list of carefully crafted, job-specific questions that we will ask each candidate. We should train the interview team, so we are all on the same page, and know the questions and understand the variations of possible answers. The team should</p>	<p>3 buttons SELECT ACTION A</p> <p>SELECT ACTION B</p> <p>SELECT ACTION C</p>	

		<p>also be informed that it is ok to “go off script” based on answers and dig a little deeper into a person’s skills, experience, or personality.</p> <p>Action B The members of the team who are going to be helping with the interviews are busy working on code review. They are brilliant software developers with wide skill sets. They can improvise and will know what questions to ask to find the best people. We can prepare a few questions too. This way we can personalize the interview to each individual candidate while in the interviews. This strategy will help us find people who are a good fit within our company’s culture.</p> <p>Action C It’s a good idea to show the skill level of our current employees to make sure the candidates are on the same level. Let’s work with the interview team to create a coding test for the candidates. Let’s also create a list of increasingly difficult questions to ask in the interviews. It’s important for candidates to see that we are a company of highly intelligent developers.</p>	<p>(Buttons are linked to corresponding feedback: Action A/Lesson 16 Action B/Lesson 17 Action C/ Lesson 18)</p>	
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**Lesson 16: Preparing for Interviews/
Feedback for Action A**

Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Statement C	Yes! Our recommendation is the best choice.		

2	Image with Text	<p>Visual: Melinda looking happy. Giving thumbs up</p> <p>Text: By thoroughly preparing for the interviews, we were able to find candidates who are now thriving as new hires. Collectively they are a great cultural fit and they each bring something unique to the team. We are confident that the company is going to flourish because of these new additions to the team.</p>		
3	Button	Continue to Summary of Strategies	1 button CONTINUE (Button is linked to Lesson 19)	

**Lesson 17: Preparing for Interviews/
Feedback for Action B**

Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Statement C	Unfortunately, this is not the best choice.		
2	Image with text	<p>Visual: Melinda looking upset</p> <p>Text: We did not fully prepare our interviewers. Our new hires are a good fit based on personality style, but now most of them are saying that certain tasks were not in the job description and were not discussed in the interview either. They are unhappy</p>		

		because we are now asking them to do work that they didn't sign up for. Because of this the new hires are quitting in droves, our loyal employees are over-worked from picking up the slack, and the company is struggling.		
3	Button	TRY AGAIN	1 button TRY AGAIN (Button is linked to lesson 15)	

**Lesson 18: Preparing for Interviews/
Feedback for Action C**

Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Statement C	Unfortunately, this is not the best recommendation.		
2	Image with text	Visual: Melinda looking upset Text: We are getting more negative feedback, in post-interview follow-ups, than ever before. There are a shocking number of candidates writing negative reviews on Linked In and other social media platforms about our company's "terrible" interview practices. Our brand is suffering, we don't have enough new hires, and the company is floundering.		
3	Button	TRY AGAIN	1 button TRY AGAIN (Button is linked to lesson 15)	

Lesson 19: Preparing for Interviews/ Summary of Strategies				
Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Paragraph with Heading	<p>Text:</p> <p>What’s the takeaway?</p> <p>It’s important to prepare for interviews thoroughly and make sure your interview team is all on the same page. The purpose of the interview is to find the candidate who is most qualified and the best fit with the team.</p> <p><i>Click to expand</i></p>		
2	Accordion Interaction	<p>Text:</p> <p>Prepare Questions</p> <p>Your core questions shouldn’t vary too much between candidates. To accurately compare the interview performance of multiple candidates the playing field needs to remain even.</p> <p>Follow up questions that are improvised are a good idea to dig a little deeper, but don’t let those dominate the interview.</p> <p>Determine the number of major topics in your interview and for each topic, determine which questions you need to ask to be confident that the candidate knows it.</p> <p>Visual:</p> <p>Computer, paper, pen, desk</p> <p>Text:</p>	Two sections in accordion to click	

		<p>Train Interview Team</p> <p>Your interviewers must be trained to interview properly. People who are brilliant developers are not always brilliant interviewers. Without preparation an interview can quickly degenerate into a conversation about hobbies, last nights game, and the weather.</p> <p>Visual:</p> <p>Group of people in office studying OR casual conversation at bar.</p> <p>Text:</p> <p>Remember Purpose of Interview</p> <p>The purpose of the interview is to find a candidate who:</p> <ul style="list-style-type: none"> • has the business skills, • is comfortable using and learning technology, and • is a good fit with the company culture. <p>A coding test isn't going to decipher any of these things, which is why we don't recommend them.</p> <p>Visual:</p> <p>Two people working together, handshake, pat on back, etc. OR someone looking dejected, sad, head in hands.</p>		
3	Button	Continue to knowledge check	(Button is linked to Lesson 20)	

Lesson 20: Preparing for Interviews/ Knowledge Check				
Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Heading	Knowledge Check		
2	Statement B	Can you identify effective and ineffective hiring strategies?		
3	Sorting Activity	<p>Effective Ineffective</p> <p>Effective Items: Have a list of prepared questions to ask every candidate. Make sure your interviewers are knowledgeable about the subject matter. Improvise to learn more about the candidate.</p> <p>Ineffective Items: Have your candidates take a coding test as part of the interview. Ask every single question on your list, even if the candidate has already answered the question in an earlier answer.</p>	Learners drag and drop answers into one of two categories.	
4	Button	Continue to the next phase	(Button in linked to Lesson 21)	

Lesson 21: Review of Course				
Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Statement B	<p>Review of Hiring Strategies That Work</p> <p><i>Click on each tab to review.</i></p>		
2	Tab Interaction	<p>Job Description (tab 1)</p> <p>-Know exactly what you want</p> <p>Get feedback from all decision makers and then fully define the job. It’s important that the requirements reflect what is needed rather than the absolute ideal. Finalize the job description with approval from the members of the hiring team.</p> <p>-No checklists</p> <p>Create clear requirements and qualifications for the job, but don’t limit your options by being too selective. Great candidates may avoid applying because they don’t meet all the requirements, or they will be overlooked by the HR manager for the same reason.</p> <p>Scheduling Interviews (tab 2)</p> <p>-Timeliness</p> <p>It’s very frustrating to lose a great candidate because there is no priority on getting the interview completed. If hiring someone is important to you, then get the interview scheduled for the earliest possible time. Also, make sure that all communication with candidates is done in a prompt manner.</p>		

		<p>-Candidate meets all decision makers We take a huge risk asking candidates to come in for multiple interviews to meet different members of the team. Avoid this risk. If we like the candidate, chances are another company does too. Have all decision makers involved in the interview and move quickly to secure the best candidates.</p> <p>Conducting Interviews (tab 3)</p> <p>-Prepare all questions Figure out the number of major topics in your interview. For each topic, decide which questions you need to ask to be confident that the candidate knows it. You don't have to ask every possible question per topic, so pick questions carefully and make sure your questions are important to the job.</p> <p>-Train all members of interview team All interviewers must be knowledgeable of the subject matter and be able to ask the predetermined questions. They must also know if the answers given are correct or incorrect and understand the variations of possible answers for each question. The interview team must be flexible and willing to improvise to dig deeper when needed.</p> <p>-Remember purpose of interview The purpose of the interview is not to make your interviewers feel smart or superior by intimidating candidates. The purpose of the interview is to meet people, talk with them, and to learn whether they can do the job we need them to do.</p>		
3	Continue	Assess Your Knowledge		

Lesson 22: Assess Your Knowledge				
Sc#	Rise Block	On Screen Text/Visual/Display	Interaction	Audio/Voiceover Script
1	Multiple response	<p>Select the most effective hiring strategies from the list below.</p> <p>(Correct Responses)</p> <p>Know exactly what you want Don't use exhaustive checklists Timeliness The candidate meets everybody Prepare for the interview Train all members of the interview team Remember the purpose of the interview</p> <p>(Incorrect Responses)</p> <p>Use coding tests to assess candidate knowledge Have candidates come back for multiple interviews to meet the whole team Don't rush the hiring process, there will always be good candidates available Let interviewers make up questions that vary from candidate to candidate Change the job description whenever you need to</p>	<p>List of strategies will be randomized in the course.</p> <p>Learner clicks on the 7 correct answers and has multiple opportunities to submit the correct answer.</p>	
2	Image and Text	<p>You have finished the course!</p> <p>You will now be able to use these hiring strategies to provide all candidates with a positive interview experience while at the same time finding and</p>		

		hiring the best new additions for Company X's technical team.		
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