

# Design Document

## Effective Hiring Strategies

<i>Business Purpose</i>	Company X needs to hire 2000+ candidates for their technical team over the next year. The company's current interview training has been focused on evaluating a candidate's technical skills, but Company X has not been happy with the recent quantity or quality of the new hires they are currently getting.
<i>Target Audience</i>	Company HR Interviewers and recruiters who partner with hiring managers to hire new employees.
<i>Training Time</i>	20 minutes
<i>Training Recommendation</i>	Participants should receive Effective Hiring Strategies eLearning where they will learn hiring best practices by participating in hiring process scenarios. Including effective interviewing training that is less focused on the technical skills of job candidates, and more focused on evaluating if the candidate would be a good fit for the company will result in both a higher quantity and higher quality of new hires. They will receive additional on the job training by shadowing effective mentor interviewers during the interview process. They will also receive a Job aid highlighting the effective hiring process strategies to refer back to in future interview preparations.
<i>Deliverables</i>	<ul style="list-style-type: none"> <li>● 1 storyboard outlining the Effective Hiring Strategies elearning course.</li> <li>● 1 e-Learning course             <ul style="list-style-type: none"> <li>● Developed in Articulate Storyline</li> <li>● Includes voice-over narration/ avatar guide</li> <li>● 4 Scenario based knowledge checks</li> <li>● 5 questions graded final assessment</li> </ul> </li> <li>● 1 PDF job aid outlining the components of an effective hiring process.</li> </ul>
<i>Learning Objectives</i>	<p>By the end of the training, the learner will be able to:</p> <ul style="list-style-type: none"> <li>● Describe the components of an effective hiring strategy.</li> <li>● Recognize effective and ineffective hiring process strategies.</li> <li>● Apply effective strategies throughout the hiring process to select the best candidates for the job.</li> </ul>
<i>Training Outline</i>	<ul style="list-style-type: none"> <li>● Welcome</li> <li>● Navigation</li> <li>● <b>Intro: Message from company</b> <ul style="list-style-type: none"> <li>○ Introduce Avatar</li> <li>○ Explain why this training is needed</li> </ul> </li> <li>● <b>Learning Objectives:</b> <ul style="list-style-type: none"> <li>○ Describe the components of an effective hiring strategy.</li> <li>○ Recognize effective and ineffective hiring process strategies.</li> <li>○ Apply effective strategies throughout the hiring process to select the best candidates for the job.</li> </ul> </li> <li>● <b>Topic: Define Job Description</b> <ul style="list-style-type: none"> <li>○ Get feedback from all decision makers</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>o Write the job description, including the most important skills needed.</li><li>o Scenario knowledge check where learner chooses the bestway to write a job description.</li><li>● <b>Topic: Respect the applicant's time</b><ul style="list-style-type: none"><li>o Schedule interviews as soon as possible</li><li>o Make sure the candidate meets everyone involved.</li><li>o Check for scheduling conflicts with the members of the hiring team.</li><li>o Scenario knowledge check where learner chooses the best timeline decisions with feedback.</li></ul></li><li>● <b>Topic: Prepare for the Interview</b><ul style="list-style-type: none"><li>o Make sure hiring managers and interviewers are properly trained and knowledgeable about the job requirements and the culture of the company.</li><li>o Choose questions carefully and ahead of time that will evaluate the candidate's technical competencies and highlight their fit with the company's culture. Review the job description, but don't go in with a strict checklist of every requirement the candidate must fulfill</li><li>o Sceraio knowledge check where learner chooses the best way to prepare for the interview with feedback.</li></ul></li><li>● <b>Topic: During the Interview</b><ul style="list-style-type: none"><li>o Remember the purpose. Interviews are for you to get to know the candidate and see if they are a good fit for the job.</li><li>o Stick with the questions you prepared, but remember it is okay to go off course if the candidate says something that makes you want to dig deeper.</li><li>o If you have multiple interviewers, have them individually interview the candidate, each asking a subset of the questions you prepared.</li><li>o Scenario knowledge check where learner chooses the best interview example with feedback.</li></ul></li><li>● <b>Summary</b><ul style="list-style-type: none"><li>o Review Learning Objectives</li></ul></li><li>● <b>Assessment</b></li><li>● <b>Congratulations</b></li></ul>
<i>Assessment Plan</i>	80% passing score on final assessment consisting of a combination of 5 scenario based, multiple choice questions. User will have the opportunity to review incorrect answers and retake the assessment until a passing score is achieved.