

HR Interview Training

HR Interviews and Hiring Managers

Learning Objectives: [make however many are applicable]

1. Compose a list of interview questions appropriate for the job the candidate is applying for.
2. Conduct a professional and effective interview
3. Evaluate whether a candidate has the technical skills to perform the job they are interviewing for.
4. Evaluate a candidate's potential for fitting into the company's team culture and dynamics.

Seat Time: 20 minutes

Outline:

- Course Intro / Navigation / Objectives
- Scenario/introduction of avatars (1 HR Interviewer/1 Hiring Manager) discussing loss of a good job candidate because of a poorly executed interview
- Planning for the interview (clear job description, appropriate interview questions, time management, professionalism, inclusive with company stakeholders)
- Knowledge Check
- Conducting the interview (adding/deleting questions based on candidate responses, time management)
- Assessing candidate's fit for the company culture (ensure candidate meets key stakeholders and stakeholder's feedback is received by the hiring team)
- Final Assessment
- Congratulations



Directions: Company provided color palette and logo:

Module Resources/References: [include link to HR page of company website and employee handbook]

Slide [1.1]/ Menu Title: <i>Conducting Effective Interviews</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background is semitransparent video of two in an office setting. Title appears in rectangle centered in top 1/3 of the slide. Custom Start and Navigation buttons	Conducting Effective Interviews	[Welcome to the e-learning course on constructing and conducting effective interviews. If you are already familiar with the player navigation, [1] you may click on the Start Course button. To familiarize yourself with the course navigation, [2] click on the Navigation button.	<p>Player Next and Previous buttons hidden</p> <p>[1] Start button fades in</p> <p>[2] Navigation button fades in</p> <p>Start button takes learner to slide 3.1</p>

Slide [2.1]/ Menu Title: <i>Navigation</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Player shows Menu on the left. Background image: vector icon graphic of a resume with a magnifying glass; lots of white space around it.</p> <p>Arrows with labels point to player features</p>	<p>Navigation</p> <p>The course menu allows you to see your progress</p> <p>Play and Pause buttons here</p> <p>Seekbar</p> <p>Volume Control</p> <p>Accessibility</p> <p>Use the Prev and Next buttons to move back and forth between pages</p>	<p>The course menu shows your progress through the course. The [1] play and pause buttons can be found here and allow you to pause and then restart a slide. The [2] seekbar is here and [3] the volume control can be found here. To view [4] accessibility settings, [5] click here, and to go to the previous slide or progress to the next, click these buttons. [6] Click on the Resources link at the top of the page to view additional resources on this topic. Click [7] Next now to begin the course.</p>	<p>[1] Arrows with Play & Pause labels fade in</p> <p>[2] Arrow with Seekbar label fades in here</p> <p>[3] Arrow with Volume label fades in here</p> <p>[4] Arrow with Accessibility label fades in here</p> <p>[5] Arrows with Next and Prev labels fade in here</p> <p>[6] Arrow with Resources label fades in here</p> <p>[7] Custom Next button fades in here</p>

Slide [3.1]/ Menu Title: <i>Objectives</i>	Objective: [#]
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Neutral background color</p> <p>In the center of the page are four square photographic images, each representative of a job interview. As each objective is read, a colored square with the text of the objective slides in from the corner and covers one of the pictures. Rectangle colors will be chosen from color palette.</p>	<p>After this course the learner will be able to:</p> <p>Compose a list of interview questions appropriate for the job the candidate is applying for.</p> <p>Conduct a professional and effective interview</p> <p>Evaluate whether a candidate has the technical skills to perform the job they are interviewing for.</p> <p>Evaluate a candidate's potential for fitting into the company's team culture and dynamics.</p>	<p>After this course the learner will be able to:</p> <p>[1] Compose a list of interview questions appropriate for the job the candidate is applying for.</p> <p>[2] Conduct a professional and effective interview</p> <p>[3] Evaluate whether a candidate has the technical skills to perform the job they are interviewing for.</p> <p>[4] Evaluate a candidate's potential for fitting into the company's team culture and dynamics.</p>	<p>[1] Rectangle one with text of objective one slides in from upper left corner to cover upper left photo</p> <p>[2] Rectangle 2 with text of objective 2 slides in from upper right corner and covers upper right photo</p> <p>[3] Rectangle three with text of objective 3 slides in from bottom left corner to cover bottom left photo</p> <p>[4] Rectangle 4 with text of objective 4 slides in from bottom right corner to cover bottom right photo.</p> <p>Next button disabled until timeline ends on this slide.</p>

Slide [4.1]/ Menu Title: <i>Scenario</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background is office setting</p> <p>Two avatars (Rhonda, Hiring Manager and AI, HR Interviewer) on screen, AI looking upset and Rhonda looking concerned. Avatars are facing one another.</p> <p>In last AI callout, avatar changes to a happy AI.</p>	<p>Scenario</p> <p>[Rhonda callout]</p> <p>I saw the resume of the candidate you were interviewing this morning. She seemed really qualified. Did the interview not go well?</p>	<p>[Rhonda]</p> <p>Hey, AI, I saw the resume of the candidate you were interviewing this morning. She seemed really qualified. Did the interview not go well?</p>	<p>Callout shapes track the conversation</p> <p>Slide auto advances when timeline ends</p>

	<p>[AI Callout] No, it didn't. I had the wrong job description, so the questions I asked just confused her. Then when I took her to meet the tech dept manager, he was in a meeting off site. I apologized and told her we'd like to reschedule another time to come back, but she said she'd give us a call next week if she was still interested .</p> <p>[Rhonda Callout} Ugh. We can't afford to lose anymore good candidates. I think you and I need to work together to revamp our interview process. Can we meet in my office in the morning?</p> <p>[AI callout] Sure! I could certainly use your help.</p>	<p>[AI] No, it didn't. I had the wrong job description, so the questions I asked just confused her. Then when I took her to meet the tech dept manager, he was in a meeting off site. I apologized and told her we'd like to reschedule another time to come back, but she said she'd give us a call next week if she was still interested.</p> <p>[Rhonda] Ugh. We can't afford to lose anymore good candidates. I think you and I need to work together to revamp our interview process. Can we meet in my office in the morning? [1]</p> <p>[AI] Sure! I could certainly use your help.</p>	<p>[1] Upset AI avatar replaced with happy AI avatar (fade out/in)</p>
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Slide [5.1]/ Menu Title: <i>Planning for the Interview</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Office setting with AI and Rhonda standing on either side of a whiteboard. Rhonda is gesturing toward the board while AI listens.	<p>[Rhonda callout] We are attracting some great candidates but we need to do a better job with the interview process. Let's look</p>	<p>[Rhonda] We are attracting some great candidates but we need to do a better job with the interview process. Let's look at what we</p>	Callout shapes track the conversation

Whiteboard contains images of yellow sticky notes. Each note contains the following phrases: Job Description, Interview Questions, Being on Time, Include All Stakeholders	at what we should be doing to prepare for the interview.	should be doing to prepare for the interview. <i>Click on each of the sticky notes to learn more.</i>	New layer opens when user clicks on each sticky note. Color of sticky note changes after being viewed. Next button hidden until all four layers have been visited.
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Slide [5.2]/ Menu Title: <i>[Job Description]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Rhonda and AI are on right side of screen facing to the left.</p> <p>Background is semi-transparent photographic image of a large cork board/bulletin board with the words “Job Postings” at the top.</p> <p>Two images of two different job descriptions, one a helpdesk job and one a web design job, fade in to appear pinned to the cork/bulletin board.</p> <p>Text box for user to type responses.</p> <p>Text for Answer box: Someone applying for a helpdesk position will have more general tech knowledge over a wider breadth of topics whereas a web designer will have specific tech skills. Those jobs are not interchangeable.</p>		<p>[Rhonda’s voice] Large companies hire people for a wide variety of jobs and often have many positions posted on job sites at the same time. It is crucial that the interviewer know exactly what job a candidate is applying for.</p> <p>[1] In the text box below, type the reasons why you think it would be important for the interviewer to know which of these jobs the candidate was applying for. Then click the Answer button to see some possible reasons.</p>	<p>Job description images fade in as VO begins.</p> <p>[1] Text box and custom answer button fade in</p> <p>Custom next button hides layer, returning learner to 5.1</p>

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Slide [5.3]/ Menu Title: <i>[Interview Questions]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Rhonda and Al are in same position as in 5.2</p> <p>Neutral color background</p>	<p>Interview Questions</p> <p>[1] Appropriate Questions Tell me about your experience working with <insert software program here.></p> <p>Talk to me about one of your most difficult helpdesk calls.</p> <p>[2] Inappropriate Questions So how long have you lived in the area? So do you have any big plans for the weekend?</p>	<p>[Rhonda's voice] [1] It is important to ask candidates appropriate questions during their interview so that the candidate has an opportunity to demonstrate knowledge and skills necessary for the job.</p> <p>[2] Don't waste the candidate's time by asking off-topic or small talk questions. It makes the interviewer seem unprepared or disinterested in the candidate.</p>	<p>[1] Appropriate Questions heading flies in from top Both of the appropriate question examples then fly in from the bottom</p> <p>[2] Inappropriate Questions heading flies in from the top as previous text fades. Question examples fly in from the bottom as previous examples fade.</p> <p>Custom next button hides layer and returns learner to 5.1</p>

Slide [5.4/ Menu Title: <i>Being on Time</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Al & Rhonda are in same positions as previous layer</p> <p>A photographic image of a clock is on the left side of the screen.</p> <p>The true false question and true false buttons will appear on the middle of the screen, timed with the VO.</p>	<p>Being on Time</p> <p>[1] "It is totally unacceptable for an interviewer to ever be late for an interview."</p> <p>True <if user chooses the True button> Not quite</p>	<p>[Rhonda's Voice]</p> <p>Professionalism from the interviewer is important since this is often the candidate's first exposure to the company and its culture. First impressions matter.</p> <p>[1] Do you think this statement is true or false? It is totally unacceptable for an interviewer to ever be late for an interview?</p>	<p>[1] Question on rectangle slides in from top; true false buttons slide in from bottom</p> <p>Custom next button will hide layer and return user to 5.1</p>

<p>Question text on rectangle with background color from branding palette</p> <p>True False buttons same color as question rectangle</p>	<p>False <if user chooses the False button> Yes, but it should be avoided if at all possible.</p>	<p><If user clicks True button> In a perfect world we would all be on time, but life happens. In this case the company must make sure that someone is keeping the client updated about the delay, which should not be longer than 15 minutes. The interviewer should immediately apologize for the delay at the start of the interview.</p> <p><If user clicks False button> Correct. Life happens and sometimes delays are necessary. But an interviewer should never be more than 15 minutes late and the candidate should be notified of the delay and kept informed about the schedule change while they are waiting. The interviewer should apologize as soon as they meet the candidate.</p>	
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Slide [5.5]/ Menu Title: <i>Including All Stakeholders</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Al and Rhonda in same location as previous layer</p> <p>Icon of a checkmark used as custom bullets</p>	<p>Including All Stakeholders</p> <p>[1] <Bullet 1>Potential team members should be included in the process</p> <p>[2] <Bullet 2> Confirm the schedules of those team</p>	<p>[1] If a new employee will be working with a team of people, those introductions should be a part of the interview process.</p> <p>[2] The interviewer should check the schedules of those key stakeholders before scheduling the</p>	<p>[1] Bullet one fades in</p> <p>[2] Bullet two fades in</p> <p>Custom Next button returns learner to 5.1</p>

	members BEFORE scheduling the interview	candidate interview to ensure that the current employees are available to meet and interact briefly with the candidate.	
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Slide [6.1]/ Menu Title: <i>Knowledge Check</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Rhonda and AI facing each other, same background setting as 5.1. Callout shapes track their conversation	<p>Knowledge Check</p> <p>[AI callout] Following those procedures would definitely make me feel more prepared to conduct interviews.</p> <p>[Rhonda callout] I'm glad you found that information helpful. Let's see if you have a solid understanding of the interview preparation steps before moving on, ok?</p>	<p>[AI]Following those procedures would definitely make me feel more prepared to conduct interviews.</p> <p>[Rhonda]I'm glad you found that information helpful. Let's see if you have a solid understanding of the interview preparation steps before moving on, ok?</p>	Slide automatically advances to the next slide when timeline ends on this slide

Slide [7.1]/ Menu Title: <i>Knowledge Check Q1 (hidden from menu)</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background is a neutral color Directions on top left of screen Question text/answers left of center	<p>Directions: Place a check in front of any questions that would be appropriate to ask a candidate who was applying for the job of web designer.</p> <ul style="list-style-type: none"> What web design programs do you find most effective to use? (correct) 	<p>Place a check in front of any questions that would be appropriate to ask a candidate who was applying for the job of web designer. Click submit when you are finished.</p> <p>Feedback: That's right!</p>	<p>If learner chooses correct answers, pop-up box with Continue button will take them to next question.</p> <p>If learner chooses incorrect choice, pop-up box will direct learner to try again.</p>

	<ul style="list-style-type: none"> • What design process do you follow? (correct) • Can you describe how to optimize a website for speed? (correct) • It looks like you have lots of experience. What year did you graduate from high school? • Do you plan on starting a family anytime soon? <p>Feedback: That's right! Incorrect: Not quite. Please try again. Second incorrect: Nope. Questions should focus on a candidates skills and experience but should never cover personal topics such as age, family concerns, etc.</p>	<p>Incorrect: Not quite. Please try again. Second incorrect: Nope. Questions should focus on a candidate's skills and experience but should never cover personal topics such as age, family concerns, etc.</p>	<p>A second incorrect answer will result in a pop-up box that provides learner with the correct answer. Learner will be able to advance to next question.</p>
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Slide [7.2]/ Knowledge Check Q2 (Hidden from menu)			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background is a neutral color Directions on top left of screen Question text/answers left of center</p>	<p>Is the following statement true or false? Choose your answer and the click Submit when you are finished.</p>	<p>Is the following statement true or false? Choose your answer and then click Submit when you are finished.</p>	<p>Next disabled until learner clicks Submit</p>

	<p>Bob has a great candidate he would like to interview right away for a position on the helpdesk team. The Director of Technology and the Helpdesk Manager will be out of the office for several days while at a conference. Bob should not wait for them to return to interview the candidate. He can always have the candidate come back later and meet them.</p> <p>Incorrect (True): Bob should wait to interview the candidate when all of the stakeholders are available to meet the same day. Correct: That's right!</p>	<p>Incorrect (True): Bob should wait to interview the candidate when all of the stakeholders are available to meet the same day. Correct: That's right!. Now let's take a look at how to conduct an effective and efficient interview. Click Next to continue</p>	
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Slide [8.1]/ Menu Title Conducting the Interview			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
AI and Rhonda are back in the office setting. Facing one another. Callout shapes follow their conversation	<p>Conducting the Interview</p> <p>[AI] I feel like I have a good understanding of what I should</p>	<p>[AI] I feel like I have a good understanding of what I should do to prepare for a successful interview, but I'm not entirely certain about how to make sure I</p>	Slide auto-advances at end of timeline

	<p>do to prepare for a successful interview, but I'm not entirely certain about how to make sure I ask the best questions for the wide variety of positions we have.</p> <p>[Rhonda] Now that you know the importance of have a clear understanding of the job description and preparing your questions based on that job description, you now need to make sure you that you are prepared for some flexibility.</p> <p>[AI] Can't I just have a checklist of questions I can ask?</p> <p>[Rhonda] We get candidates with such a wide variety of skills and experience, it's important that we not treat them all the same.</p> <p>[AI] Hmmm. I guess you are right, but I'm not sure how to handle that.</p> <p>[Rhonda] OK, let's practice.</p>	<p>ask the best questions for the wide variety of positions we have.</p> <p>[Rhonda] Now that you know the importance of having a clear understanding of the job description and preparing your questions based on that job description, you now need to make sure that you are prepared for some flexibility.</p> <p>[AI] Can't I just have a checklist of questions I can ask?</p> <p>[Rhonda] We get candidates with such a wide variety of skills and experience, it's important that we not treat them all the same. Let's look at some examples.</p>	
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Slide [9.1]/ Menu Title: <i>Scenario Interview Questions</i>		Objective: [#]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>New character, Joe. Semitransparent background of an office setting. Joe in center/bottom 1/3rd of screen. Image of Joe's application on top left.</p> <p>Job Description bullet points to right of Joe's application</p> <p>Text box and custom Answer button on bottom right</p>	<p>[On Joe's application] Joe Smith, Applying for position of Network Administration, Certificates in Cisco Network, CompTIA Network+, CompTIA Security+ Certification, Microsoft Certified Solutions. Current job: Network Administrator at XXX Firewall Development, Inc.</p> <ul style="list-style-type: none"> • <i>[1]Certified in network and CompTIA</i> • <i>[2]5 yrs experience as network admin</i> • <i>[3]Design, install, support virtual networks</i> • <i>[4]Experience optimizing and securing internal and external networks</i> <p>[in Answer pop-up] Possible questions could be, "What are some key procedures in firewall security?" Discuss your most difficult challenge with firewall implementation." This is a chance to dive deeper into Joe's experience with firewall implementation.</p>	<p><i>[Rhonda] Joe is applying for our Network Administrator position. You already know from reading the job description that we are looking for someone with these skills and experience:</i></p> <ul style="list-style-type: none"> • <i>[1]Certified in network and CompTIA</i> • <i>[2]5 yrs experience as network admin</i> • <i>[3]Design, install, support virtual networks</i> • <i>[4]Experience optimizing and securing internal and external networks</i> <p><i>One of the questions we often ask is whether candidates have any experience with firewall administration. But in this case, we know Joe has experience based on his current position. What would be a better question to ask Joe instead?</i></p> <p><i>[5]</i></p> <p><i>Type your answer in the text box below. When you are finished, click the "Answer" button to see possible answers to this question.</i></p>	<p>Bullet points of job description fade in with VO.</p> <p>Answer text box and custom "Answer" button <i>[5] fades in with VO</i></p> <p><i>Suggested Answers text appears when learner clicks "Answer" button.</i></p> <p><i>Custom Continue button on answer layer hides layer.N</i></p> <p><i>Next button disabled until learner clicks Answer button</i></p>
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Slide [10.1]/ Menu Title: Scenario			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Rhonda and Al facing each other, same background setting as 5.1. Now one of the office doors has “IT Dept” on the front of it. Callout shapes track their conversation.	<p>[Al]OK, that makes sense. It’s important that I compare the job posting to the candidate’s resume before I conduct that interview.</p> <p>[Rhonda] Exactly! Otherwise you end up asking questions that waste the candidate’s time. Speaking of time, there is one more important component of a successful interview.</p> <p>[Al] What’s that?</p>	<p>[Al]OK, that makes sense. It’s important that I compare the job posting to the candidate’s resume before I conduct that interview.</p> <p>[Rhonda] Exactly! Otherwise you end up asking questions that waste the candidate’s time. Speaking of time, there is one more important component of a successful interview.</p> <p>[Al] What’s that?</p> <p><i>Click on the IT Dept door to continue</i></p>	Next button disabled. Hotspot on the IT Dept door will act as a custom Next button.

Slide [11.1]/ Menu Title: Including All Stakeholders			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same office setting but group of people are now standing in front of the IT Dept door, facing each other and talking. Rhonda and Al are on the other side of the slide facing toward the IT Dept door	<p>[Rhonda] Even if the interview goes really well, it’s important that our current employees in that department get to meet the candidate. A candidate may have the skills needed but they also need to be a good fit for our company culture. Having them meet the people they will be working with can provide valuable information.</p>	<p>[Rhonda] Even if the interview goes really well, it’s important that our current employees in that department get to meet the candidate. A candidate may have the skills needed but they also need to be a good fit for our company culture. Having them meet the people they will be working with can provide valuable information.</p>	Next button disabled until timeline ends on this slide.

	<p>[AI] That's a good point. We've lost qualified employees in the past because the job, the atmosphere, and the team dynamics weren't what they expected. I'll make sure I schedule time with the team on interview days as well.</p> <p>[Rhonda] Yes, that's a great plan. I think you have all of the pieces now.</p>	<p>[AI] That's a good point. We've lost qualified employees in the past because the job, the atmosphere, and the team dynamics weren't what they expected. I'll make sure I schedule time with the team on interview days as well.</p> <p>[Rhonda] Yes, that's a great plan. I think you have all of the pieces now.</p> <p>Click the Next button to continue.</p>	
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Slide [12.1]/ Menu Title: <i>Assessment</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
AI and Rhonda facing each other.	<p>Conducting Effective Interviews</p> <p>This quiz will contain five (5) questions on the information we've covered in this course. A passing score of 80% is required to pass the course. You may retake the quiz if necessary. Use the course menu to review or press next to begin the quiz.</p>	<p>Now that you've learned about how to plan and conduct effective interviews, let's test your knowledge. You'll be asked five questions and you'll need to obtain a score of 80% in order to pass. Use the course menu to return to any of the previous slides to review, or click Next to start the quiz.</p>	<p>Next button takes learner to quiz question 1.</p>

Slide [13.1]/ Menu Title: <i>Quiz Question 1 (hidden from menu)</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Neutral background. Question prompt and answer choices in darkest color from color palette.	<p>Question 1</p> <p>Is the following statement true or false?</p> <p>It is important for the interviewer to be familiar with both the job description and the client's resume to ensure that appropriate questions are answered during the interview.</p> <p>Choose your answer and then click Submit to continue. (correct answer is true)</p>	<p>Is the following statement true or false?</p> <p>It is important for the interviewer to be familiar with both the job description and the client's resume to ensure that appropriate questions are answered during the interview.</p> <p>Choose your answer and then click Submit to continue.</p>	<p>Submit button takes learner to question 2.</p> <p>Learner will not be given feedback until quiz is complete.</p>

Slide [14.1]/ Menu Title: <i>Quiz Question 2 (hidden from menu)</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Neutral background. Question prompt and answer choices in darkest color from color palette.	<p>Question 2</p> <p>A candidate is applying for a job as a tier 1 help desk technician. He has worked for a large company as a help desk tech for the last five years. Which of these would be appropriate</p>	<p>Which of these questions would be appropriate for someone interviewing for a tier 1 helpdesk technician? Choose all that apply and then click Submit.</p>	<p>Submit button takes learner to question 3. Learner will not be given feedback until the quiz is complete.</p>

	<p>questions to ask in an interview? Choose all that apply. [correct answers in bold below]</p> <p>Describe your most challenging helpdesk call and how you resolved it.</p> <p>What experience do you have setting up firewalls and VLANs?</p> <p>How do you help resolve a problem for someone who has very little technical knowledge?</p> <p>Did you watch the big game this past weekend?</p> <p>What do you find most rewarding about working in IT?</p>		
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Slide [15.1]/ Menu Title: <i>Assessment Question 3 [hidden from menu]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Neutral background. Question prompt and answer choices in darkest color from color palette.	<p>Question 3</p> <p>Which of these is important for the interviewer to do in preparation for the interview? [correct answer in bold below]</p> <p>Make sure the current department members are available to meet with the client before confirming an interview day and time.</p> <p>Make sure to find out the candidate's favorite snack and beverage choice before the interview and have it available when the candidate arrives.</p> <p>Do a background check on the candidate and talk to at least two references.</p>	<p>Which of these is important for the interviewer to do in preparation for the interview?</p> <p>Choose your answer and then click Submit to continue.</p>	Submit button takes learner to question 4. Learner will not be given feedback until the quiz is complete.
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Slide [16.1]/ Menu Title: <i>Assessment Question 4 [hidden from menu]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Neutral background. Question prompt and answer choices in darkest color from color palette.	<p>Is the following statement true or false?</p> <p>If a candidate meets all of the requirements for the job, they should be hired even if other</p>	<p>Is the following statement true or false?</p> <p>If a candidate meets all of the requirements for the job, they should be hired even if other</p>	Submit button takes learner to question 5. Learner will not be given feedback until the quiz is complete.

	<p>stakeholders don't believe the candidate will fit in with the culture of the company. Choose your answer and then click Submit to continue. (correct answer is false)</p>	<p>stakeholders don't believe the candidate will fit in with the culture of the company. <i>Choose your answer and then click Submit to continue</i></p>	
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Slide [17.1]/ Menu Title: Assessment Question 5 [hidden from menu]			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Neutral background. Question prompt and answer choices in darkest color from color palette.</p>	<p>Question 5 Which of these are required for the interviewer and the candidate to have an effective and efficient interview experience? Choose all that apply and then click Submit to continue.</p> <p>[correct answers in bold] Both the interviewer and the candidate should make every effort to be on time.</p> <p>The candidate should have the opportunity to meet with both the interviewer and with the other members of the department that are applying to join. The interviewer should ask questions about the candidates family to determine if the candidate may be distracted by</p>	<p>Which of these are required for the interviewer and the candidate to have an effective and efficient interview experience? Choose all that apply and then click Submit to continue.</p>	<p>Submit button takes learner to quiz results page.</p>

	<p>children and other personal obligations.</p> <p>The interviewer should have a checklist of questions and should be certain to ask all of them during the interview.</p>		
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Slide [18.1]/ Menu Title: <i>Quiz Results [hidden from menu]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Score appears on the page with either a message of congratulations or a message that the learner didn't pass. Both screens will provide the learner an opportunity to review. The fail page will also have a retake quiz button.	<p>Results</p> <p>Fail: Sorry, but you didn't pass. Click the Review Quiz button to review the material. Once you review, click the Retry Quiz button to take the quiz again.</p> <p>Pass: Nice job! You passed! You can review your quiz answers by clicking the Review Quiz button or you can continue by clicking the Next button</p>	<p>Fail: Sorry, but you didn't pass. Click the Review Quiz button to review the material. Once you review, click the Retry Quiz button to take the quiz again.</p> <p>Pass: Nice job! You passed! You can review your quiz answers by clicking the Review Quiz button or you can continue by clicking the Next button</p>	<p>Review and Next buttons available if learner passed the quiz.</p> <p>Review and Retake Quiz available if learner did not pass quiz.</p> <p>Next button takes learner to the Congratulations page.</p>

Slide [19.1]/ Menu Title: <i>Congratulations</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background image of two hands in a handshake	<p>Congratulations!</p> <p>Hopefully the knowledge you have gained today will help you perform</p>	<p>Congratulations!</p> <p>Hopefully the knowledge you have gained today will help you perform more</p>	

	more effective interviews. You may click the Close button to exit the course.	effective interviews. You may click the Close button to exit the course.	
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