

# Design Document

## Recruiting New Hires

Course Structure	Discussed ideas/takeaways
<b>Business Purpose</b>	<p>CNJ Technology (fictitious company) has seen a 40% decrease in hiring the best candidates. The company needs to hire 2000 new members for the technical team this year. Currently, the company is struggling with the quality and quantity of their hiring process. HR recruiters and hiring managers need to work together to find and hire the best candidate for the position.</p> <p>The purpose of the training is to implement the new hiring procedure for recruiting the best candidates.</p>
<b>Business Goal</b>	<p>The hiring committee will implement the new hiring procedure that will increase the quality of candidates hired by 20% by the end of the fiscal year.</p>
<b>Target Audience</b>	<p>Hiring committee who will be conducting interviews for the positions.</p>
<b>Training Time</b>	<p>15 minutes</p>
<b>Training Recommendation</b>	<ul style="list-style-type: none"><li>• eLearning module</li><li>• The module will be broken down into...<ul style="list-style-type: none"><li>○ New hiring procedure</li><li>○ Scenario Practice with real life examples</li></ul></li><li>• Job Aid to reference the roles and steps in our hiring procedure</li></ul>
<b>Deliverables</b>	<ul style="list-style-type: none"><li>• Design Document</li><li>• Storyboard</li><li>• 1 eLearning Course<ul style="list-style-type: none"><li>○ Developed in Articulate Storyline 360</li><li>○ Includes voice over narration</li></ul></li><li>• Job Aid</li><li>• Feedback surveys (Completed 3 – 6 months after Recruiting New Hires Procedure has been implemented.) Surveys will be emailed to HR recruiters, hiring managers, other interviewers, and new hires.</li></ul>
<b>Intended Outcomes (Major objectives)</b>	<p>The purpose of the training is to implement the new hiring strategy for recruiting the best candidates for our company.</p> <ul style="list-style-type: none"><li>• Identify the new procedure for hiring</li><li>• Describe the different steps of the hiring procedure</li></ul>

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	<ul style="list-style-type: none"><li>• Apply the new hiring strategy to all future interviews</li></ul>
<b><i>Training Outline</i></b>	<ul style="list-style-type: none"><li>• Introduction<ul style="list-style-type: none"><li>○ Welcome</li><li>○ Navigation tour for the course</li><li>○ Attention grabber to explain the training</li><li>○ Objectives</li></ul></li><li>• Purpose<ul style="list-style-type: none"><li>○ Finding the best candidate for the position</li><li>○ Make timely decisions</li><li>○ Explain overview of new hiring procedure</li></ul></li><li>• New Hire Procedure<ul style="list-style-type: none"><li>○ Prepare<ul style="list-style-type: none"><li>▪ Timeline</li><li>▪ Job description</li><li>▪ Personnel</li></ul></li><li>○ Knowledge Check – Prepare Scenarios</li><li>○ Interview<ul style="list-style-type: none"><li>▪ Schedule</li><li>▪ Questions</li><li>▪ Conduct</li></ul></li><li>○ Knowledge Check - Interview Scenarios</li><li>○ Decide<ul style="list-style-type: none"><li>▪ Timeliness</li><li>▪ Final Decision</li><li>▪ Notify candidate</li></ul></li><li>○ Knowledge Check – Decide Scenarios</li></ul></li><li>• Summary</li><li>• Conclusion/Thank you<ul style="list-style-type: none"><li>○ Job aid</li></ul></li></ul>
<b><i>Evaluation Plan</i></b>	<ul style="list-style-type: none"><li>• Knowledge Checks after each step for identifying the new hiring procedure.</li><li>• The Knowledge Check will be scenario questions to practice new hiring procedure.</li><li>• Training evaluation: Feedback surveys from HR recruiters,</li></ul>

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	<p>hiring managers, other interviewers, and new hires regarding the Recruiting New Hires Procedure. These surveys will be completed 3 – 6 months after the process has been implemented.</p>
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