

Storyboard for Recruiting New Hires

Business Purpose: 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 find and hire the best candidate for the position.

The purpose of the training is to implement the new hiring procedure for recruiting the best candidates.

Business Goal: The hiring committee will implement the new hiring strategy that will increase the quality of candidates hired by 20% by the end of the fiscal year.

Target Audience: Hiring committee who will be conducting interviews for the positions.

Training Time: 15 minutes

Intended Outcomes (Learning Objectives):

The purpose of the training is to implement the new hiring strategy for recruiting the best candidates for our company.

- Identify the new procedure for hiring
- Describe the different steps of the hiring procedure
- Apply the new hiring strategy to all future interviews

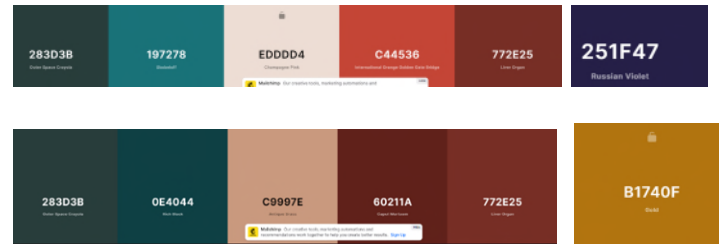
Notes for Reviewer: Please use Comments in Review tab for feedback and questions. All comments will be resolved before programming can begin.

Questions for reviewers are indicated with **green highlighting**. All questions will need to be resolved before programming can begin.

Scene/Slide Title Player Notes/Overall Course Feel

Visual Content

Color Theme for module



Slide Title Example:



Font for the whole module: Calibri

Company Logo



Audio/Voice Over


Voice Over Script is attached.

Navigation, Animations & Interactivity

Navigation:

Animations & Interactivity:

Photos and text will all fade in throughout the entire course. This will be noted for each slide.

Scene/Slide Title 1.2 Navigation	
Visual Content	Audio/Voice Over
<p>Title: Navigation</p> <p>Image of storyline player on screen with navigation title and photo. The markers will indicate the different features.</p>  <p>Select each marker to learn more about the features. (Beside navigation title) (1)</p> <p>Markers:</p> <ul style="list-style-type: none"> Menu – Allows you to go back to previous slides Previous Button – Go back one slide Next Button – Go to the next slide Pause/Play - Pause or resume playing the slide Audio – Adjust the volume Resource – Shows additional information Refresh Button – See something again Accessibility – Zoom to fit, accessible text, and keyboard shortcuts <p>Select next to continue. (bottom center in a rectangle with maroon color and white text. (2)</p>	<p>Select each marker (1) to learn more about the features of the module. When you're ready to continue, select the next button. (2)</p>
Navigation, Animations & Interactivity	
<p>Navigation: Previous/next button The user will click next to continue.</p>	

Animations & Interactivity:

- (1) Fade in with audio
- (2) Fade in with audio

Markers will be next to the menu, previous button, next button, pause/play button, audio, resources, refresh button and



accessibility. (Gold color marker)

Scene/Slide Title 1.3 Introduction

Visual Content

Title: What are we doing? (Will fade in with audio). (2)

Dark green background with pictures telling the story.
Videos and photos to fit on the slide under the title.

Stock video



(1)



(3)

Stock photos - picture effects – soft edges



(4)



(5)



(6)

will fade in with audio and fade out end of paragraph

Audio/Voice Over

(1)George is beating his head against the wall again. He just lost another great candidate to our competing company. Ugh!! (2)What are we doing?

(3)George is the hiring manager for one of our software teams. He is frustrated with how he is losing good talent with our current interview process. (4)He has discovered that over the last 5 years, (5)CNJ Technology has seen 40% of our best candidates decline offers. (6)The candidates have either decided to work for our competitors or have withdrawn their application during the hiring process. George is very concerned with these findings.

(7)After much review, CNJ Technology has identified concerns regarding the interview procedure. (8)The company's findings have shown that they need to focus on a better hiring strategy.

(9)Select next to continue.



(7) fade in and out with audio



(8) fade in and stay until end

Select next to continue (white italic) (bottom right) (9) fade in and stay

Navigation, Animations & Interactivity

Navigation:

Previous/next button

The user clicks next button when audio finishes. Next button disabled until audio is finished.

Animations & Interactivity:

Notes under photos

Visual Content

Title: Learning Outcomes (show entire time)



Break into thirds – fade in showing 3 people at a time

First 3 (1) - Second 3 (2) -Third 3 (3)

All fade out at end of paragraph

Fade in dark green background with title still showing and Photo under title with black border,(4)



(Fade in objectives with audio:)

By the end of the module, you will be able to: (5)



Identify the new procedure for hiring (6)



Describe the different steps of the hiring procedure(7)



Apply the new hiring strategy(8)

Audio/Voice Over

Over the next year, (1)we are excited to announce we will be hiring 2000 new team members. We want to make sure we are recruiting and (2)getting the best talent that is out there. CNJ Technology is dedicated to (3)recruiting and hiring the best talent for our company. (4)George believes this procedure will recruit the best candidates and we need your help too.

(5)So by the end of this module, you will be able to:

- (6)Identify the new procedure for hiring.
- (7)Describe the different steps of the hiring procedure
- (8)And then apply the new hiring strategy to all future interviews.

(9)Select next to continue.

Select next to continue(9) (white italic) under objectives(Fly in from the bottom)

Navigation, Animations & Interactivity

Navigation:

Previous/next button

The user clicks next button when audio finishes. Next button disabled until audio is finished.

Animations & Interactivity:

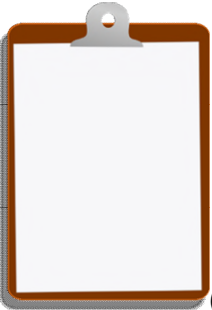
All will fade in except (9). Notes under photos.

Visual Content

Title: Overview
Stock photo



(under title – one a third of slide) (1)



(on right side of slide)

On clipboard (will appear with audio)
Our effective hiring procedure will...(2)
Prevent mistakes (3)
Delays (4)
Missed opportunities (5)
Clipboard will fade out at end of paragraph,

Our hiring committee (snip and round single corner shape – dark beige with maroon outline and white text) right side next to title (fade in with audio) (6)

Audio/Voice Over

(1)CNJ Technology believes by having an (2)effective hiring procedure we will (3)prevent mistakes, (4)delays and (5)missed opportunities. We want to show our candidates we are a dedicated company that stands by our values for success.

The Recruiting New Hires Procedure will have (6) a hiring committee. This hiring committee will be (7)one of our HR recruiters, (8)the department’s hiring manager, (9)and one other employee from their department. Together the hiring committee will implement this process.

(10)The Recruiting New Hires Procedure will have three major steps.

- (11)Prepare
- (12)Interview
- (13)Decide

Let’s continue to learn more about each step.

(14)Select next to continue.

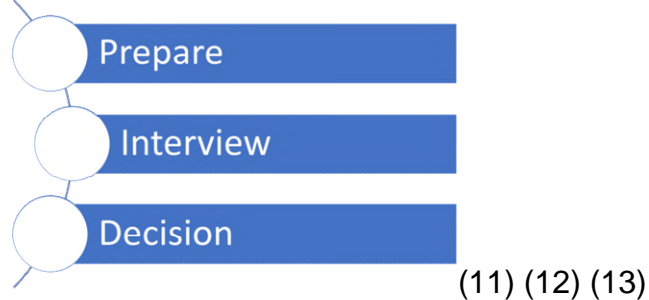
Stock photos (appear with audio under shape.)



They will fade out at end of paragraph.

Recruiting New Hires Procedure (snip and round single corner shape – dark beige with maroon outline and white text) right side next to title (fade in with audio) (10)

Colors to coordinate. Each word will appear with audio.



(14) Select next to continue (white italic) under graph

Navigation, Animations & Interactivity


Navigation:

Previous/next button


The user clicks next button when audio finishes. Next button disabled until audio is finished.

Animations & Interactivity:

All will fade in. Timing under photos or text.


Scene/Slide Title 1.6 Prepare	
Visual Content	Audio/Voice Over
<p>Title: Prepare (1) Stock photo</p>  <p>According layout with 3 tabs on the right side of the slide in maroon color with white text vertical. Each tab labeled: (Highlight each tab with audio.) Timeline (3) Job Description (4) Other Interviewers (5)</p> <p>Rounded rectangle (gold) with white text Hiring Manager to contact HR recruiter (2)</p>	<p>The first step is to (1)prepare.</p> <p>The (2) Hiring Manager will contact their designated HR recruiter. During this meeting certain actions will be discussed to begin the process.</p> <p>Click on each tab in order, (3)timeline, (4)job description, and (5) personnel to learn more.</p>
Navigation, Animations & Interactivity	
<p>Navigation: Previous/next button (next button disabled until all three layers are completed.) When the user clicks each tab, the rectangle shape slides across to the left side of the screen like an accordion to reveal the layer for each tab.</p> <p>When the user clicks each tab, the layers will have text appear with the audio.</p> <p>Animations & Interactivity: The user will have to select all three tabs in order timeline, job description, and personnel. User will click only timeline first. All text and shapes will fade in with audio.</p>	

Scene/Slide Title 1.6 Prepare (Timeline Layer)

Visual Content	Audio/Voice Over
<p>Stock photo</p>  <p>Timeline tab on left side, Job Description, Personnel on right side.</p> <p>Rectangle (dark green) in middle White text – fade in with audio Establish Timeline for (1) Job Postings (2) Reviewing Applications (3) Scheduling Interviews (4) Making a Decision (5) 3 – 8 Weeks (6)</p>	<p>(1)The team will determine the timeline for the entire process. This timeline will consist of (2)job postings, (3)reviewing applications, (4)scheduling interviews, and (5)making a decision. This could be anywhere (6)from 3 – 8 weeks.</p>
Navigation, Animations & Interactivity	
<p>Navigation: Audio will be set for this layer. User will be able to click Job Description when audio is finished.</p> <p>Animations & Interactivity: All will fade in with text.</p>	

Scene/Slide Title 1.6 Prepare (Personnel Layer)

Visual Content | **Audio/Voice Over**

Stock photo


Timeline, Job Description and Personnel tab on left side.

Rectangle (dark green)
Text (White)

Other interviewers (1)
Hiring Manager to contact employees (2)
Need to be trained(3)

Select next to continue. (italic) (4)

(1)Other interviewers. (2)The hiring manager will contact employees who will be involved for the interviews. (3)The other interviewers need to be informed and trained on the Recruiting New Hires Procedure.

When you're ready to continue, select next.(4)

Navigation, Animations & Interactivity

Navigation:
Audio will be set for this timeline.

User can select next button when audio is complete.

Animations & Interactivity:
All will fade in with text.

Scene/Slide Title 1.7 Prepare Scenario Instructions

Visual Content

Title: Knowledge Check
Stock Photo



(1)

Select next to continue. (maroon rectangle with white italic text) – bottom left (2)

Audio/Voice Over

(1) We have explained the prepare step.

Let's apply this procedure with 3 short scenario-based practices.

Read each scenario and choose the best option.

(2) Select next when you're ready to continue.

Navigation, Animations & Interactivity

Navigation:

Previous/next button

The user clicks next button when audio finishes. Next button disabled until audio is finished.


Animations & Interactivity:

All will fade in with photo or text.

Scene/Slide Title – All Scenario Question Slides

Visual Content | **Audio/Voice Over**

Stock Photo (transparent in background)



All questions:
Top of Slide
Round rectangle - beige background with transparency – dark green outline - black text. (all text centered)
Questions will be centered big enough to read.
Select one option below. (smaller – italic)

Three Choices:
Centered below top question.
Each one - Round rectangle - dark green background with shadow on left and bottom - white text. (all text centered)

Navigation, Animations & Interactivity

Navigation:
Previous button enabled
Next button disabled until layer choice is selected.
The user will click on an answer choice. Each answer choice will be a layer.
Seek bar disabled.

Animations & Interactivity:
The one correct answer will have a point value of 1. All the Scenario Question Slides will tally to the Review Scenario Slide. The point value for the correct answer will be noted on the Answer Choice Slide.

Scene/Slide Title – All Scenario Answer Layer Slides

Visual Content

Stock Photo (transparent in background)



Answer:

Middle of Slide

Round rectangle - maroon background - white text. (all text centered)

The answer choice will be at the top of rectangle. The responses for each answer will have a space after the answer choice. At the bottom of the rectangle, *Select next to continue.* (smaller – italic).

Audio/Voice Over

Navigation, Animations & Interactivity

Navigation:

The user will select next to continue.

Animations & Interactivity:

Scene/Slide Title 1.8 Prepare Scenario 1

Visual Content | **Audio/Voice Over**

Question:
You're the hiring manager for the software department.
Your team just received approval for two new positions.
What do you do first?
Select one option below.

Three Choices:

Contact your team lead to set up the hiring process.

Contact my designated HR Recruiter to set up a meeting to start the hiring process.

Contact the hiring manager in the engineering department to see if they know anyone.

Navigation, Animations & Interactivity

Navigation:

Animations & Interactivity:

Scene/Slide Title – 1.8 Prepare Scenario 1 – Layer Choices	
Visual Content	Audio/Voice Over
<p>Choice 1 Contact your team lead to set up the hiring process.</p> <p>Your answer did not fit within the Recruiting New Hires procedure. The hiring manager needs to contact their designated HR Recruiter to start the hiring process.</p> <p><i>Select next to continue.</i></p> <p>Choice 2: (1 point) Contact my designated HR Recruiter to set up a meeting to start the hiring process.</p> <p>Yes! According to the Recruiting New Hires procedure, the hiring manger needs to contact their designated HR Recruiter to start the hiring process.</p> <p><i>Select next to continue.</i></p> <p>Choice 3: Contact the hiring manager in the engineering department to see if they know anyone.</p> <p>Your answer did not fit within the Recruiting New Hires procedure. The hiring manager needs to contact their designated HR Recruiter to start the hiring process.</p> <p><i>Select next to continue.</i></p>	
Navigation, Animations & Interactivity	
<p>Navigation:</p> <p>Animations & Interactivity:</p>	

Scene/Slide Title 1.9 - Prepare Scenario 2

Visual Content | **Audio/Voice Over**

Question:
You're the HR Recruiter; Sally is the hiring manager for the software department. The meeting to begin the hiring process for 2 new software engineers is set for next Thursday. During this meeting, what will happen?
Select one option below.

Three Choices:

We will set a timeline for 5 weeks. We will write a specific job description defining the role, technology involved and skills needed.

We will set a timeline for 1 week. I will give her an old job description and go to my next meeting.

We will set a timeline for 8 weeks. We will write a very general job description with a few details for skills and technology.

Navigation, Animations & Interactivity

Navigation:

Animations & Interactivity:

Scene/Slide Title – 1.9 Prepare Scenario 2 – Layer Choices	
Visual Content	Audio/Voice Over
<p>Choice 1: (1 point) We will set a timeline for 5 weeks. We will write a specific job description defining the role, technology involved and skills needed.</p> <p>Yes! According to the Recruiting New Hires procedure, during the meeting a specific job description will be written defining the role, technology involved and skills need. <i>Select next to continue.</i></p> <p>Choice 2 We will set a timeline for 1 week. I will give her an old job description and go to my next meeting.</p> <p>Your answer did not fit within the Recruiting New Hires procedure. The timeline for the entire process could be anywhere from 3 – 8 weeks. Together the hiring manager and the HR recruiter will define the role, technology involved and specific skills needed to do the job. <i>Select next to continue.</i></p> <p>Choice 3: We will set a timeline for 8 weeks. We will write a very general job description with a few details for skills.</p> <p>Your answer did not fit within the Recruiting New Hires procedure. The timeline for the entire hiring process is well defined, however, the hiring manger and the HR recruiter will define the role, technology involved and specific skills needed to do the job. <i>Select next to continue.</i></p>	
Navigation, Animations & Interactivity	
<p>Navigation:</p> <p>Animations & Interactivity:</p>	

Scene/Slide Title – 1.10 Prepare Scenario 3

Visual Content | **Audio/Voice Over**

Question:
Your department manager asked you to be on the hiring committee. You have not been on the committee in the past. What do you need to do to be part of the committee?
Select one option below.

Three Choices:
Attend the interviews after not complete the Recruiting New Hires Procedure training.

Attend the interviews after completing the Recruiting New Hires Procedure training.

Smile and attend the interviews unprepared

Navigation, Animations & Interactivity

Navigation:

Animations & Interactivity:

Scene/Slide Title – 1.10 Prepare Scenario 3 – Choices Layers

Visual Content

Audio/Voice Over

Choice 1:
Schedule other meetings instead of completing the Recruiting New Hires training.

Your answer did not fit within the Recruiting New Hires procedure. We want everyone involved in the hiring process to be informed and trained on the procedure.

Select next to continue.

Choice 2:
Ask your department manager for all the details and not complete the Recruiting New Hires Training.

Your answer did not fit within the Recruiting New Hires procedure. We want everyone involved in the hiring process to be informed and trained on the procedure.

Select next to continue.

Choice 3: **(1 point)**
Complete the Recruiting New Hires training so I am aware of the procedures.


Yes! According to the Recruiting New Hires procedure, we want everyone involved in the hiring process to be informed and trained on the procedure.

Select next to continue.

Navigation, Animations & Interactivity

Navigation:

Animations & Interactivity:

Scene/Slide Title - 1.11 Interview	
Visual Content	Audio/Voice Over
<p>Title Slide: Interview (1) Stock photo with soft edges - on right side of slide Will fade in with audio.</p>  <p>Maroon background behind picture. (2)</p> <p>Text will be Calibri (bold) black. Square will have thick outside lines. Checkmark will be gold. Inside the square. Buttons will be 100% transparent with no border.</p> <p>Left side of slide under the title Square and a checkmark, Schedule button, clock icon (3) Square and a checkmark, Questions button, clipboard icon (4) Square and a checkmark, Conduct button, interview icon (5) Highlight each button with audio. (5)Schedule, (6)Questions, and (7)Conduct.</p> <p>Click on each word to learn more. (8) (below title in italic)</p>	<p>(1)Now the candidates have been selected, (2)our hiring committee is ready to start interviewing. The interviewing step will be broken down into</p> <p>Scheduling the interviews (2) Developing relevant questions (3) And conducting the interviews (4)</p> <p>Click on (5)schedule, (6)questions, and (7)conduct in order to (8)learn more.</p>
Navigation, Animations & Interactivity	
<p>Navigation: Previous/next button Next button will be disabled until all three layers have been complete. The user will have to select all three-word buttons in order schedule, questions, and conduct. User will only be able to click Schedule at the end of audio.</p> <p>Animations & Interactivity: Text will fade in with audio. Highlight will fade in and out with audio. Check marks will appear when that specific layer is complete.</p>	

Scene/Slide Title - 1.11 Interview – Schedule Layer	
Visual Content	Audio/Voice Over
<p>Title Slide: Interview</p> <p>Square, Schedule and clock icon on left side.</p> <p>Rectangle (soft edges, maroon with white text) on right side of slide.</p> <p>Text will appear with audio.</p> <p>HR Recruiter contact (1)</p> <p>Hiring Manager (2)</p> <p>Other Interviewers (2)</p> <p>Candidates (2)</p> <p>Add to calendar (3)</p> <p>These will fade off when paragraph is complete.</p> <p>Same Day Interviews (4)</p> <p>Enough time between (5)</p> <p>Start on time (6)</p>	<p>Scheduling the interviews. (1)The HR recruiter will contact everyone involved. This includes the (2) hiring manager, other interviewers, and the candidates. (3)Block off the time on your calendar immediately. Other meetings or activities should not be booked during these times. We understand emergencies happen but best practice is to have everyone available for the interviews.</p> <p>If interviewing on the (4)same day, give (5)enough time between interviews. (6)We want all the interviews to start on time. We want the candidates to feel like they are a priority.</p>
Navigation, Animations & Interactivity	
<p>Navigation:</p> <p>When audio is complete the layer will automatically return to main slide. A check mark will appear in the box next to schedule on main slide. User will be able to click Questions button when layer is complete.</p> <p>Animations & Interactivity:</p> <p>All text will fade in and out.</p>	

Scene/Slide Title -1.11 Interview – Questions Layer

Visual Content	Audio/Voice Over
<p>Title Slide: Interview</p> <p>Square, Question and clipboard icon on left side.</p> <p>Rectangle (soft edges, maroon with white text) on right side of slide.</p> <p>Text will appear with audio.</p> <p>Develop Relevant Questions (1)</p> <p>Major topics that need to be covered (2)</p> <p>Use job description (3)</p> <p>Team culture (4)</p> <p>All will fade out to at the beginning of (5).</p> <p>Goal (5)</p> <p>Get to know the candidate to see if they would be a good fit. (6)</p>	<p>(1) Develop relevant questions. The hiring committee will prepare a list of questions to ask the candidates.</p> <p>(2) Determine together the number of major topics and questions in the interviews. (3) These questions should be from the job description that focus on technology and skills needed. Make sure the questions are important to the job.</p> <p>(4) We also need a few questions that describe CNJ Technology's team culture. (5) The interview is not all about what the candidate can do for you but also to get to know them on a business and personal level. (6) We want a good understanding of the candidate to see if they would be a good fit.</p>
Navigation, Animations & Interactivity	
<p>Navigation:</p> <p>When audio is complete the layer will automatically return to main slide. A check mark will appear in box next to questions on main slide. User will be able to click Conduct button when layer is complete.</p> <p>Animations & Interactivity:</p> <p>All text will fade in.</p>	

Scene/Slide Title – 1.11 Interview – Conduct Layer

Visual Content	Audio/Voice Over
<p>Title Slide: Interview</p> <p>Square, Conduct and interview icon on left side.</p> <p>Rectangle (soft edges, maroon with white text) on right side of slide.</p> <p>Text will appear with audio.</p> <p>Conducting the Interviews (1)</p> <p>Hiring committee present (2)</p> <p>Questions ready (3)</p> <p>Dig Deeper (4)</p> <p>Looking for the best candidate (5)</p> <p>Select next to continue. (italic) (6)</p>	<p>(1)Conducting the interviews. The (2)hiring committee needs to be present so the candidate is able to meet everyone all at once. If any interviewer other than the HR recruiter or hiring manager are unable to attend, do not reschedule.</p> <p>(3)Have your list of relevant questions ready. Determine ahead of time who will ask which set of questions.</p> <p>Don't be afraid to improvise!! (4)Many times, a candidate will say something that you will want to dig deeper. Just make sure any of these questions are job related.</p> <p>(5)Remember the purpose of the interview is to find and hire a candidate that's capable of doing the job to your satisfaction.</p> <p>When you're ready to continue, (6)select next.</p>
Navigation, Animations & Interactivity	
<p>Navigation:</p> <p>When audio is complete the layer will automatically return to main slide. A check mark will appear in box next to conduct on main slide. User will be able to select the next button when the layer is complete.</p> <p>Animations & Interactivity:</p> <p>All text will fade in.</p>	

Scene/Slide Title -1.13 Interview Scenario 1

Visual Content | **Audio/Voice Over**

Question:
Four candidates have been selected and it's time to start interviewing. You're the HR recruiter and need to set up the meetings. How will you go about doing this?
Select one option below.

Three Choices:

Contact the hiring manger and let them handle it from here.

Contact the hiring manger and other interviewers to schedule the meetings and then contact the candidates.

Contact the candidates and hope the hiring manager and other interviewer will be available.

Navigation, Animations & Interactivity

Navigation:

Animations & Interactivity:

Scene/Slide Title -1.13 Interview Scenario 1 – Layer Choices

Visual Content	Audio/Voice Over
<p>Choice 1: Contact the hiring manger and let them handle it from here.</p> <p>Your answer did not fit within the Recruiting New Hires procedure. The HR recruiter will contact everyone involved including the hiring manager, other interviewers and candidates to schedule the interviews.</p> <p><i>Select next to continue.</i></p> <p>Choice 2: (1 Point) Contact the hiring manger and other interviewers to schedule the meetings and then contact the candidates.</p> <p>Yes! According to the Recruiting New Hires procedure, the HR recruiter will contact everyone involved to schedule the interviews.</p> <p><i>Select next to continue.</i></p> <p>Choice 3: Contact the candidates and hope the hiring manager and other interviewer will be available.</p> <p>Your answer did not fit within the Recruiting New Hires procedure. The HR recruiter will contact everyone involved including the hiring manager, other interviewers and candidates to schedule the interviews.</p> <p><i>Select next to continue.</i></p>	
Navigation, Animations & Interactivity	
<p>Navigation:</p> <p>Animations & Interactivity:</p>	

Scene/Slide Title -1.14 Interview Scenario 2

Visual Content | **Audio/Voice Over**

Question:
The hiring committee decided to conduct all 4 interviews on the same day. We want to make sure the candidates feel important. How should the hiring committee schedule these interviews?
Select one option below.

Three Choices:
Schedule the interviews in a row with no breaks.

Schedule the interviews to allow a little extra time but not worry about starting the next interview on time.

Schedule the interviews with enough time between so the next interview starts on time.

Navigation, Animations & Interactivity

Navigation:

Animations & Interactivity:

Scene/Slide Title – 1.14 Interview Scenario 2 – Layer Choices

Visual Content

Choice 1:
Schedule the interviews in a row with no breaks.

Your answer did not fit within the Recruiting New Hires procedure. We want to give enough time between interviews so the next interview starts on time. We want the candidates to feel like they are a priority.

Select next to continue.

Choice 2:
Schedule the interviews to allow a little extra time but not worry about starting the next interview on time.

Your answer did not fit within the Recruiting New Hires procedure. We want to give enough time between interviews so the next interview starts on time. We want the candidates to feel like they are a priority.

Select next to continue.

Choice 3: **(1 Point)**
Schedule the interviews with enough time between so the next interview starts on time.

Yes! According to the Recruiting New Hires procedure, we want to give enough time between interviews so they start on time. We want the candidates to feel like they are a priority.

Select next to continue.

Audio/Voice Over

Navigation, Animations & Interactivity

Navigation:

Animations & Interactivity:

Scene/Slide Title – 1.15 Interview Scenario 3

Visual Content | **Audio/Voice Over**

Question:
The hiring committee now needs to prepare questions for the interviews. What should these questions consist of?
Select one option below.

Three Choices:
Develop questions from the job description only.

Develop questions regarding CNJ Technology's team culture and from the job description.

Develop questions that are vague and not technology related.

Navigation, Animations & Interactivity

Navigation:

Animations & Interactivity:

Scene/Slide Title – 1.15 Interview Scenario 3 – Layer Choices

Visual Content	Audio/Voice Over
<p>Choice 1: Develop questions from the job description only.</p> <p>Your answer did not fit within the Recruiting New Hires procedure. We want to develop questions from the job description and CNJ Technology's team culture.</p> <p><i>Select next to continue.</i></p> <p>Choice 2: (1 Point) Develop questions regarding CNJ Technology's team culture and from the job description.</p> <p>Yes! Your answer fits within the Recruiting New Hires procedure, we want to develop relevant questions regarding our company's team culture and job description</p> <p><i>Select next to continue.</i></p> <p>Choice 3: Develop questions that are vague and not technology related.</p> <p>Your answer did not fit within the Recruiting New Hires procedure. We want to develop questions from the job description and CNJ Technology's team culture.</p> <p><i>Select next to continue.</i></p>	
Navigation, Animations & Interactivity	
<p>Navigation:</p> <p>Animations & Interactivity:</p>	

Scene/Slide Title -1.16 Interview Scenario 4

Visual Content | **Audio/Voice Over**

Question:
During the interview, the candidate mentions they have additional training in a technology skill that was not listed on the job description. How should the hiring committee address this?
Select one option below.

Three Choices:
Ignore the candidate's statement and move on to the next question.

Ask the candidate to elaborate more on this skill.

Tell the candidate we are only looking for people who have the skills on the job description.

Navigation, Animations & Interactivity

Navigation:

Animations & Interactivity:

Scene/Slide Title – 1.16 Interview Scenario 4 – Layer Choices

Visual Content

Choice 1:
Ignore the candidate’s statement and move on to the next question.

Your answer did not fit within the Recruiting New Hires procedure. Many times, a candidate will say something that you will want to dig deeper. Don’t be afraid to improvise and learn more about the candidate.

Select next to continue.

Choice 2: **(1 Point)**
Ask the candidate to elaborate more on this skill.

Yes! Your answer fits within the Recruiting New Hires procedure, many times a candidate will say something that you will want to dig deeper.

Select next to continue.

Choice 3:
Tell the candidate we are only looking for people who have the skills on the job description.

Your answer did not fit within the Recruiting New Hires procedure. Many times, a candidate will say something that you will want to dig deeper. Don’t be afraid to improvise and learn more about the candidate.


Select next to continue.

Audio/Voice Over

Navigation, Animations & Interactivity

Navigation:

Animations & Interactivity:

Scene/Slide Title 1.17 Decide	
Visual Content	Audio/Voice Over
<p>Title: Decide Stock photo – soft edges (1)</p>  <p>With black border on left side under the title. Fade in with audio on left side of slide.</p> <p>Three rectangle buttons on right side. Timeliness (1) Final Decision (2) Notify Candidates (3)</p>	<p>(1)Now that the interviews have been completed, it's time for the hiring committee to make a decision.</p> <p>Click on in order (1)timeliness, (2)final decision and (3)notify candidates to learn more about our decision steps.</p>
Navigation, Animations & Interactivity	
<p>Navigation: Previous/next button The next button will be disabled until all three layers have been selected. The user will click on the three buttons in order, timeliness, final decision, and notify candidates. User will only be able to click on Timeliness.</p> <p>Animations & Interactivity: Text and photo will fade in with audio.</p>	

Scene/Slide Title – 1.17 Decide – Timeliness Layer	
Visual Content	Audio/Voice Over
<p>Title: Decide</p> <p>Only Timeliness button showing. Three rectangles Dark green, beige, and maroon on top.</p> <p>Candidates need to know when the final decision will be made(1)</p>	<p>Timeliness. Let the candidates know during the interview when the final decision will be made. (1) We need to remember that we are not the candidates only interview. If you like a candidate, chances are another company does too. The longer we wait on making a decision, the more likely they are to accept another position.</p>
Navigation, Animations & Interactivity	
<p>Navigation: User can click on Final Decision when this audio is complete.</p> <p>Animations & Interactivity: Text will fade in with audio.</p>	

Scene/Slide Title – 1.17 Decide – Final Decision Layer	
Visual Content	Audio/Voice Over
<p>Title: Decide</p> <p>Only Final Decison button showing. Three rectangles Dark green, beige, and maroon on top.</p> <p>Review and Decide (1) Within <u>2 days</u> after all interviews are complete (2)</p>	<p>Final decision. (1)The hiring committee needs to review and make the final decision (2)within 2 days after all the interviews are complete.</p>
Navigation, Animations & Interactivity	
<p>Navigation: User can click on Final Decision when this audio is complete.</p> <p>Animations & Interactivity: Text will fade in with audio.</p>	

Scene/Slide Title – 1.17 Decide – Notify Candidates Layer	
Visual Content	Audio/Voice Over
<p>Title: Decide</p> <p>Only Final Decision button showing. Three rectangles Dark green, beige, and maroon on top.</p> <p>HR Recruiter to contact candidates (1) By end of next business day (2)</p> <p><i>Select next to continue.</i></p>	<p>Notifying candidates. (1)When the final decision has been made, the HR recruiter will notify all the candidates (2)by the end of the next business day.</p> <p>Select next when you're ready to continue.</p>
Navigation, Animations & Interactivity	
<p>Navigation: The user will be able to click next to continue.</p> <p>Animations & Interactivity: Text will fade in with audio.</p>	

Scene/Slide Title - 1.18 Decide Scenario Instructions

Visual Content

Title: Knowledge Check
Stock Photo



(1)

Select next to continue. (maroon rectangle with white italic text) – bottom left (2)

Audio/Voice Over

(1)We have explained the decide step.

The hiring committee is now ready to hire a new candidate.

Let's apply this procedure with two short scenario-based practices.

Read each scenario and choose the best option.

(2)Select next when you're ready to continue.

Navigation, Animations & Interactivity

Navigation:

Previous/next button

The user clicks next button when audio finishes. Next button disabled until audio is finished.

Animations & Interactivity:

All will fade in with photo or text.

Scene/Slide Title – 1.19 Decide Scenario 1

Visual Content | **Audio/Voice Over**

Question:
Now it's decision time. The hiring committee conducted the interviews and needs to make a decision. What would the timeline look like for this decision?
Select next to continue.

Three Choices:
After the interviews, wait a week to see if anyone else applies.

After the interviews, wait a few weeks to discuss and make a final decision.

After the interviews, immediately discuss and make a final decision.

Navigation, Animations & Interactivity

Navigation:

Animations & Interactivity:

Scene/Slide Title – 1.19 Decide Scenario 1 – Layer Choices

Visual Content

Audio/Voice Over

Choice 1:
After the interviews, wait a week to see if anyone else applies.

Your answer did not fit within the Recruiting New Hires procedure. The hiring committee will meet to make a final decision immediately after all the interviews are complete.

Select next to continue.

Choice 2:
After the interviews, wait a few weeks to discuss and make a final decision.

Your answer did not fit within the Recruiting New Hires procedure. The hiring committee will meet to make a final decision immediately after all the interviews are complete.

Select next to continue.

Choice 3: **(1 Point)**
After the interviews, immediately discuss and make a final decision.

Yes! According to the Recruiting New Hires procedure, the hiring committee will meet to make a final decision immediately after all the interviews are complete.

Select next to continue.

Navigation, Animations & Interactivity

Navigation:

Animations & Interactivity:

Scene/Slide Title – 1.20 Decide Scenario 2

Visual Content | **Audio/Voice Over**

Question:
A decision has been made for Shaylyn and Ty to join the software team. What happens next?
Select next to continue.

Three Choices:
HR recruiter will notify Shaylyn and Ty by the end of the next business day.

Hiring manger will notify Shaylyn and Ty by the end of the next business day.

HR recruiter will notify Shaylyn and Ty within one week of the decision.

Navigation, Animations & Interactivity

Navigation:

Animations & Interactivity:

Scene/Slide Title -1.20 Decide Scenario 2 – Layer Choices	
Visual Content	Audio/Voice Over
<p>Choice 1: (1 Point) HR recruiter will notify Shaylyn and Ty by the end of the next business day.</p> <p>Yes! According to the Recruiting New Hires procedure, the HR recruiter will notify the candidates by the end of the next business day.</p> <p><i>Select next to continue.</i></p> <p>Choice 2: Hiring manger will notify Shaylyn and Ty by the end of the next business day.</p> <p>Your answer did not fit within the Recruiting New Hires procedure. The HR recruiter will notify the candidates by the end of the next business day.</p> <p><i>Select next to continue.</i></p> <p>Choice 3: HR recruiter will notify Shaylyn and Ty within one week of the decision.</p> <p>Your answer did not fit within the Recruiting New Hires procedure. The HR recruiter will notify the candidates by the end of the next business day.</p> <p><i>Select next to continue.</i></p>	
Navigation, Animations & Interactivity	
<p>Navigation:</p> <p>Animations & Interactivity:</p>	

Scene/Slide Title – 1.21 Review Scenarios Base Layer	
Visual Content	Audio/Voice Over
<p>Title: Review</p> <p>Dark green rectangle on left slide.</p>	
Navigation, Animations & Interactivity	
<p>Navigation: Variable will be used for number of correct answers. %correctanswers% This will determine which layer will automatically appear.</p> <p>7 or above correct – see layer 6 or below correct – see layer</p> <p>Animations & Interactivity:</p>	

Scene/Slide Title – 1.21 Review Scenarios (7 or above layer)

Visual Content

Stock photo.



With black rectangle (3)
behind under review title.

(all on right side) (all text dark green)
How did you do? (1)

Your Score: (2)
___ out of 9

Summary button (maroon with white text and black border.
(4)

Select next to continue. Under summary button (5)

Audio/Voice Over

(1)How did you do with the scenario questions?

(2)Your score shows you are (3)ready to implement our
Recruiting New Hires Procedure.

Great job!

If you would like to review the Recruiting New Hires
Procedure, click the (4)summary button.

If you're ready to continue, select the next button.

Navigation, Animations & Interactivity

Navigation:

Previous/next button

Next button disabled until audio is finished.

Next button enabled when audio is finished. User goes to Thank you slide S1.23

Summary button – User goes to Summary slide 1.22

Animations & Interactivity:

All text and photos will fade in.

Scene/Slide Title – 1.21 Review Scenarios (6 or below layer)

Visual Content

Stock photo.



With black rectangle (3) behind under review title.

(all on right side) (all text dark green)
How did you do? (1)

Your Score: (2)
___ out of 9

Summary button (maroon with white text and black border).
(4)

Audio/Voice Over

(1)How did you do with the scenario questions?

(2)Your score shows you need to (3)review the Recruiting New Hires Procedure.

Click the (4)summary button for this review.

Navigation, Animations & Interactivity

Navigation:


Previous/next button

Next button disable.

Summary button – User goes to Summary slide 1.22

Animations & Interactivity:

All text and photos will fade in.


Visual Content	Audio/Voice Over
<p>Title: Summary</p> <p>Recruiting New Hires Procedure (snip and round single corner shape – dark beige with maroon outline and white text) right side next to title (fade in with audio) (1)</p> <p>Each step will have (snip and round single corner shape – dark beige with maroon outline and white text) for the heading. A dark green rectangle with maroon outline under each heading. Text will be white.</p> <p>All three will be spaced evenly on the slide.</p> <p>The headings will fade in with audio. Then the dark green rectangle under will fade in. Then as the auto is playing, the text will fade in</p>  <p>First one - left side Prepare (title) (2) Fade in dark green rectangle Timeline(3) Job Description(4) Personnel(5)</p> <p>Second one - Middle Interview (title) (6) Fade in dark green rectangle Schedule(7) Questions(8)</p>	<p>CNJ Technology believes hiring the best candidates is having a great procedure. (1)</p> <p>The hiring committee will...</p> <p>(2)Prepare</p> <p>The hiring manager will contact their designated HR recruiter(3) to create a timeline. Together they will create a (4)job description. The HR recruiter will post the position and screen candidates. Together they will select their candidates to be interviewed. The (5)hiring manager will notify other personnel who will be included in the interviews.</p> <p>(6)Interview:</p> <p>The HR recruiter will contact the hiring manager, other interviewer, and candidates with (7)dates and times. Put these on your calendar immediately. If interviewing on the same day, give enough time between interviews. We want all interviews to start on time. (8)Prepare a list of questions for the interviews. Remember to have questions from the job description and our team culture. (9)The entire hiring committee needs to be present for the interviews. We want the candidate to meet everyone at once. During the interview, don't be afraid to improvise and dig deeper.</p> <p>(10)Decide:</p> <p>The (11)candidates need to know when the final decision will be made. A final decision (12)will be made within two days after all the interviews are complete. When the final decision has been made, (13)the HR recruiter will notify all</p>

<p>Conduct(9)</p> <p>Third one - Right side</p> <p>Decide (title) (10)</p> <p>Fade in dark green rectangle</p> <p>Timeliness(11)</p> <p>Final Decision(12)</p> <p>Notify Candidates(13)</p> <p>Select next to continue. (maroon rectangle with white italic text) – bottom middle (14)</p>	<p>the candidates by the end of the next business day. We need to remember the longer we wait on making a decision, the more likely a great candidate will accept another position</p> <p>(14)Select next when you're ready to continue.</p>
<p>Navigation, Animations & Interactivity</p>	
<p>Navigation:</p> <p>Previous/next button</p> <p>The user clicks next button when audio finishes. Next button disabled until audio is finished.</p> <p>Animations & Interactivity:</p> <p>All will fade in with shapes or text.</p>	

Scene/Slide Title 1.23 Thank you

Visual Content

Stock video (1)



Stop Motion Scribbling on a Chalkboard. Choosing the Right...
00:10 SD HD

Fade out at end of paragraph.

Title: Thank you! (2)
Dark green background
Company logo bottom right side (2))

2 rectangles (maroon on top with beige on the bottom only seeing the bottom and right side) (white text) (3)
Rachel Jones
rjones@cnjtech.com
extension 1234

Arrow (beige with maroon outline) pointing to resources tab. (4)

Audio/Voice Over

(1)CNJ Technology is determined to recruit and hire the best talent for our teams. George is ready to start the Recruiting New Hires Procedure today.

(2)Thank you for being committed to improving our hiring procedure. We appreciate your time.

If you have any questions, please contact (3)Rachel Jones in Human Resources through email or extension 1234.I

Please (4)click on the Resources tab and download our Recruiting New Hires Procedure reference sheet.

Please click x to exit the course.

Navigation, Animations & Interactivity

Navigation:
User clicks x to exit.

Animations & Interactivity:
All will fade in with shapes or text.