

Voice Over Script for Recruiting New Hires

File Name	Script	VO Notes
S1.1 Welcome	<p>Welcome to our Recruiting New Hires module. In this short module, you will become familiar with our procedure to recruit and hire the best candidates.</p> <p>Before you begin, if you'd like information on how to navigate the course, please select the navigation button.</p> <p>If you're ready to begin the course, select the start button.</p>	
S1.2 Navigation	<p>Select each marker to learn more about the features of the module.</p> <p>When you're ready to continue, select the next button.</p>	
S1.3 Introduction	<p>George is beating his head against the wall again. He just lost another great candidate to our competing company. Ugh!! What are we doing?</p> <p>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. He has discovered that over the last five years, CNJ Technology has seen forty percent of our best candidates decline offers. The candidates have either decided to work for our competitors or have withdrawn their application during the hiring process.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.</p> <p>After much review, CNJ Technology has identified concerns regarding the interview procedure. The company's findings have shown that they need to focus on a better hiring strategy.</p> <p>Select next to continue.</p>	
S1.4 Objectives	<p>Over the next year, we are excited to announce we will be hiring two thousand new team members. We want to make sure we are recruiting and getting the best talent that is out there. CNJ Technology is dedicated to recruiting and hiring the best talent for our company. George believes this procedure will recruit the best candidates and we need your help too.</p> <p>So, by the end of this module, you will be able to:</p>	

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	<p>Identify the new procedure for hiring. Describe the different steps of the hiring procedure And then apply the new hiring strategy to all future interviews.</p> <p>Select next to continue.</p>	
<p>S1.5 Overview of New Hire Procedure</p>	<p>CNJ Technology believes by having an effective hiring procedure we will prevent mistakes, delays and missed opportunities. We want to show our candidates we are a dedicated company that stands by our values for success.</p> <p>The Recruiting New Hires Procedure will have a hiring committee. This hiring committee will be one of our HR recruiters, the department's hiring manager, and one other employee from their department. Together the hiring committee will implement this process.</p> <p>The Recruiting New Hires Procedure will have three major steps.</p> <p>Prepare Interview Decide</p> <p>Let's continue to learn more about each step.</p> <p>Select next to continue.</p>	
<p>S1.6 Prepare</p>	<p>The first step is to prepare.</p> <p>The 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. Timeline job description and personnel to learn more.</p>	
<p>S1.6 Prepare (Timeline) Layer</p>	<p>The team will determine the timeline for the entire process. This timeline will consist of job postings, reviewing applications, scheduling interviews, and making a decision. This could be anywhere from three to eight weeks.</p>	

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S1.6 Prepare (Job Description Layer)	<p>Create a job description.</p> <p>Together the hiring manager and the HR recruiter will define the role, technology involved and specific skills needed to do the job. We want to make sure our candidates are the right match for the job.</p> <p>The HR Recruiter will then post the position and screen resumes. They will get back to the hiring manager with a list of candidates.</p>	Resumes – (res oo mays)
S1.6 Prepare (Personnel Layer)	<p>Other interviewers. The hiring manager will contact employees who will be involved for the interviews. The other interviewers need to be informed and trained on the Recruiting New Hires Procedure.</p> <p>When you're ready to continue, select next.</p>	
S1.7 Prepare Scenario Instructions	<p>We have explained the prepare step. The HR recruiter and hiring manager will establish a timeline and create a job description. The HR recruiter will post the position and screen candidates. Together they will select their candidates to be interviewed. The hiring manager will notify other personnel who will be included in the interviews. They need to have time to be trained. The hiring committee is off to a great start in preparing for the interviews.</p> <p>Let's apply this procedure with three short scenario-based practices.</p> <p>Read each scenario and choose the best option.</p> <p>Select next when you're ready to continue.</p>	
S1.11 Interview	<p>Now the candidates have been selected, our hiring committee is ready to start interviewing. The interviewing step will be broken down into</p> <p>Scheduling the interviews Developing relevant questions And conducting the interviews</p> <p>Click on schedule, questions, and conduct in order to learn more.</p>	

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S1.11 Interview (Schedule Layer)	<p>Scheduling the interviews. The HR recruiter will contact everyone involved. This includes the hiring manager, other interviewers, and the candidates. 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 same day, give enough time between interviews. We want all the interviews to start on time. We want the candidates to feel like they are a priority.</p>	
S1.11 Interview (Questions Layer)	<p>Develop relevant questions. The hiring committee will prepare a list of questions to ask the candidates. Determine together the number of major topics and questions in the interviews. 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>We also need a few questions that describe CNJ Technology's team culture. 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. We want a good understanding of the candidate to see if they would be a good fit.</p>	
S1.11 Interview (Conduct Layer)	<p>Conducting the interviews. The 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>Have your list of relevant questions ready. Determine a head of time who will ask which set of questions.</p> <p>Don't be afraid to improvise!! Many times, a candidate will say something that you will want to dig deeper. Just make sure any of these questions are job related. 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>Select next when you're ready to continue.</p>	
S1.12 Interview Scenario Instructions	<p>We have explained the interview step. The HR recruiter will contact the hiring manager, other interviewer, and candidates with dates and times. Put these on your calendar immediately. If interviewing on the same day, give enough time between interviews so they can start on time. Prepare a list of questions for the interviews.</p>	

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	<p>Remember to have questions from the job description and our team culture. 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. Our goal is to hire the best candidate for the position.</p> <p>The hiring committee is now well prepared. Relax and enjoy the interviews.</p> <p>Let's apply this procedure with four short scenario-based practices.</p> <p>Read each scenario and choose the best option.</p> <p>Select next when you're ready to continue.</p>	
S1.17 Decide	<p>Now that the interviews have been completed, it's time for the hiring committee to make a decision.</p> <p>Click on in order</p> <p>Timeliness</p> <p>final decision</p> <p>and notify candidates</p> <p>to learn more about our decision steps.</p>	
S1.17 Decide (Timeliness Layer)	<p>Timeliness. Let the candidates know during the interview when the final decision will be made. 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>	
S1.17 Decide (Final Decision Layer)	<p>Final decision. The hiring committee needs to review and make the final decision within two days after all the interviews are complete.</p>	
S1.17 Decide (Notify	<p>Notifying candidates. When the final decision has been made, the HR recruiter will notify all the candidates by the end of the next business day.</p>	

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Candidates Layer)	Select next when you're ready to continue.	
S1.18 Decide Scenario Instructions	<p>We have explained the decide step. Each candidate will know when the final decision will be made. A final decision will be made within two days after all the interviews are complete. When the final decision has been made, the HR recruiter will notify all 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>The hiring committee is now ready to hire a new candidate.</p> <p>Let's apply this procedure with two short scenario-based practices.</p> <p>Read each scenario and choose the best option.</p> <p>Select next when you're ready to continue.</p>	
S1.21 Review Scenarios (Layer 1)	<p>How did you do with the scenario questions?</p> <p>Your score shows you are ready to implement our Recruiting New Hires Procedure.</p> <p>Great job!</p> <p>If you would like to review the Recruiting New Hires Procedure, click the summary button.</p> <p>If you're ready to continue, select the next button.</p>	
S1.21 Review Scenarios (Layer 2)	<p>How did you do with the scenario questions?</p> <p>Your score shows you need to review the Recruiting New Hires Procedure.</p> <p>Click the summary button for this review.</p>	
S1.22 Summary	<p>CNJ Technology believes hiring the best candidates is having a great procedure.</p> <p>The hiring committee will...</p>	

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	<p>Prepare: The hiring manager will contact their designated HR recruiter to create a timeline. Together they will create a job description. The HR recruiter will post the position and screen candidates. Together they will select their candidates to be interviewed. The hiring manager will notify other personnel who will be included in the interviews.</p> <p>Interview: The HR recruiter will contact the hiring manager, other interviewer, and candidates with 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. Prepare a list of questions for the interviews. Remember to have questions from the job description and our team culture. 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>Decide: The candidates need to know when the final decision will be made. A final decision will be made within two days after all the interviews are complete. When the final decision has been made, the HR recruiter will notify all 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>Select next when you're ready to continue.</p>	
S1.23 Thank you	<p>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. Thank you for being committed to improving our hiring procedure. We appreciate your time.</p> <p>If you have any questions, please contact Rachel Jones in Human Resources through email or extension one two three four.</p> <p>Please click on the Resources tab and download our Recruiting New Hires Procedure reference sheet.</p> <p>Please click x to exit the course. NE</p>	

