

Design Document

Interviewing for the Best!

Course Structure	Discussed ideas/takeaways
Business Purpose	<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. A new hiring procedure has been implemented. The hiring committee needs to work together during the virtual interviews to hire the best candidate for the position.</p> <p>The purpose of this training is to develop relevant questions for the interview and use best practices when conducting virtual interviews.</p>
Business Goal	<p>Hiring the best candidates will increase by 20% over the next year as the hiring committee will develop relevant interview questions and use best practices when conducting virtual interviews.</p>
Target Audience	<p>Hiring committee who will be conducting interviews for the positions</p>
Training Time	<p>15 minutes – eLearning module prerequisite 60 minutes – vILT</p>
Training Recommendation	<p>Virtual Instructor Led Training</p> <p>Part 1: Develop a diverse set of questions for the interview process</p> <ul style="list-style-type: none"> Situation videos to discuss Breakout session to develop appropriate interview questions <p>Part 2: Best practices during a virtual interview</p> <ul style="list-style-type: none"> Situation videos to discuss Breakout session using scenarios for a mock interview
Deliverables	<p>PowerPoint Presentation Facilitator Guide Participant Guide</p>
Intended Outcomes (Learning Objectives)	<p>After attending this virtual instructor led training, the hiring committee will be able to...</p> <p>Develop a diverse set of questions for the interview process Demonstrate best practices during a virtual mock interview</p>

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Training Outline	<p>Introduction</p> <ul style="list-style-type: none">Welcome/IntroductionsHousekeeping informationIce breaker/attention grabberLearning Objectives <p>Interview Questions</p> <ul style="list-style-type: none">Video defining and describing interview questions (2 minutes)Compare different types of interview questions<ul style="list-style-type: none">Technology skill, our business culture, and behavioral style (soft skills) using the STAR methodGroup discussionReview examples of interview questions<ul style="list-style-type: none">Group discussionDevelop a diverse set of questions for the interview process (small groups)Group discussion of interview questions <p>Best practices during a virtual interview</p> <ul style="list-style-type: none">Video defining and describing best practices for virtual interviewing (2 minutes)<ul style="list-style-type: none">Group discussionReview virtual etiquette<ul style="list-style-type: none">Group discussionExplore how to clarify or dig deeper for responses from candidates<ul style="list-style-type: none">Group discussionDemonstrate best practices during a mock interview (small groups)Group summary of mock interviews <p>Summary of training</p> <p>Questions</p>
Evaluation Plan	<p>Knowledge checks will be used throughout the course</p> <p>Participants will leave with a bank of interview questions</p> <p>2 Breakout sessions during the course to develop a bank of interview questions and to demonstrate best practices during a mock virtual interview.</p>