Session Overview

Business Purpose: The purpose of this training is to develop relevant questions for the interview and use best practices when conducting virtual interviews.

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

Training Time: 60 minutes

Location: Zoom

Prerequisites: The participants have completed the eLearning Recruiting New Hires course for the new hiring procedure.

Learning Objectives: After attending this virtual instructor led training, the hiring committee will be able to…

> Develop a diverse set of questions for the interview process
> Demonstrate best practices during a virtual mock interview

Training Outline:

Introduction
> Welcome/Introductions
> Housekeeping information
> Ice breaker/attention grabber
> Learning Objectives

Interview Questions
> Video defining and describing interview questions (2 minutes)
> Compare different types of interview questions
>> Technology skill, our business culture, and behavioral style (soft skills) using the STAR method
>> Group discussion
> Review examples of interview questions
>> Group discussion
> Develop a diverse set of questions for the interview process (small groups)

Group discussion of interview questions

Best practices during a virtual interview
Video defining and describing best practices for virtual interviewing (2 minutes)
Group discussion
Review virtual etiquette
Group discussion
Explore how to clarify or dig deeper for responses from candidates
Group discussion
Demonstrate best practices during a mock interview (small groups)
Group summary of mock interviews

Summary of training

Questions

Learner Engagement:

Posting in chat, breakout sessions for small group working session and mock interview, Padlet for discussions, Participant Guide

Support materials: Participant Guide

Producer Notes:	Open the Zoom meeting and allow the facilitator in 30 minutes before the start time. With the facilitator, review flow, set-up, and ensure tech is working.
	Have Padlet website ready for activities
	2 breakout room activities are scheduled in this session. A list of names for groups will be sent prior to the training.
	Zoom settings: 　　　Mute all participants upon entry 　　　Allow screen sharing while in breakout rooms
	Ten minutes before the scheduled start time and allow participants into the session.
	Have a countdown timer ready to display at break time
	Open the PowerPoint file associated with this session.
	Participant guide will be provided ahead of time to all participants. If they did not receive, have the link ready to share.

Facilitator Notes:	Open the PowerPoint file associated with this session.
	Share the PowerPoint application for presentation.
	Have Chat available for questions and responses.
	2 breakout room activities are scheduled in this session. A list of names for groups will be sent prior to the training.
	Some key talking points and questions are included in this guide but be prepared to add your own commentary and questions as well.
	Aim towards generating a response from the learner(s) at least once every five minutes; this will keep learners engaged and will encourage them to follow along closely. Examples of these types of responses have been noted using ASK
	Participate guide will be provided ahead of time to all participants. If they did not receive, have the producer share the link.
	Join the Zoom session 30 minutes before start time. Review flow, set-up, and ensure tech is working with the producer.
	Greet participants as they enter the session.

Overview of Session		
Slides	**Approximate Timing**	**Summary**
1-6	10 min	Welcome/Introduction
7-14	23 min	Interview Questions
15 - 21	22 min	Best Practices Virtual Interviews
22 - 23	5 min	Summary and Questions
Total:	60 minutes	

Slide # Duration	Slide	Facilitator Notes	Producer Notes
1) 1 minute		**Do:** Welcome the participants as they enter. Let everyone introduce themselves in the chat.	**Do:** Any questions that might need to be addressed with the chat or logging into Zoom. Check for facilitator readiness.
2) 1 minute		**Do:** Introduce yourself and tell a little about your background. Let the producer introduce herself and tell a little bit about her background.	**Do:** Introduce yourself and tell a little about your background.
3) 1 minute		**Say:** Our session today is all about the interview process. It is a continuation from the eLearning module Recruiting New Hires. CNJ Technology is so fortunate to be in a wonderful place for hiring. We could not be here without all of you. **Do:** Click on each tab to discuss the agenda. **Say:** We will be having 2 breakout sessions for developing interview questions and practicing virtual interviews. We will be using the Participant Guide. It should have been emailed to you. If you do not have one, please let us know if chat and we will get it to you.	**Do:** Provide Participant Guide to individuals who may need it.

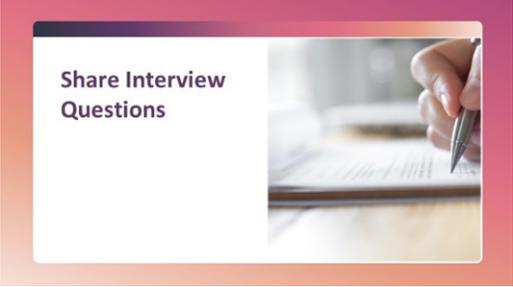| 4) 1 minute		**Say:** Reminders for our virtual session. Webcam – We recommend turning on your camera for a better training experience. Audio – Please mute yourself when not speaking. Chat Box – Use the chat box or "the raise hand" button when you have questions. Time: This session will be 60 minutes total. (Demonstrate the Zoom features if needed.) Let's get Started!	**Do:** Provide any assistance for Zoom features needed reviewed.
5) 5 minutes		**Do:** Click on Horrible Interview **Say:** Let's start off with some interview experiences we have had in the past. Think of a horrible interview experience. I am sure we all have been there. Why was it horrible? Let's post these experiences on our Padlet. Please click on the link in the chat. **Ask:** Would anyone like to share their experience? **Do**: Call on 2 – 3 people who would like to share. Keep track of time **Say:** These were great questions. Thanks for sharing. **Do:** Click on Great Interview **Say:** Now, let's think of a great interview experience we have had in the past. What	**Do:** Padlet ready to post in chat for horrible interviews. Monitor Padlet Padlet ready to post for great interviews. Please post on the Padlet. Monitor Padlet After activity is over, please close the Padlet links. Monitor Chat for responses.

		made it great? Let's post these experiences in a different Padlet. Please click on the link in the chat. **Ask:** Would anyone like to share their experience? **Do**: Call on 2 – 3 people who would like to share. Keep track of time **Say:** These were great questions. Thanks for sharing.	
6) 1 minute	Learning Objectives Develop a diverse set of questions for the interview process Demonstrate best practices during a virtual mock interview	**Say:** Have sharing these experiences, we are ready for this session on interviewing for the best. We want our hiring team and candidates to experience great interviews. When completing this session, you will… **Do:** Click on first one and read. Click on second one and read. **Ask:** Any questions so far?	**Do:** Make sure everyone is back in the main room.
7) 3 minutes	Interview Questions Technology Skills Our Culture Soft Skills INTERVIEW QUESTIONS Insert Video	**Say:** Let's take a quick look at different interview questions to ask our candidates. **Do:** Click and say – Technology skills needed for the job Click and say - Our company culture values – team work, empowering others, and having a growth mindset Click and say and soft skills – the interpersonal and behavioral skills	

		This short 2-minute video will define and describe these types of interview questions. There is a section in the Participants Guide for taking notes. **Do:** Click on the video	
8) 2 minutes	Let's compare the different types of interview questions. Technology Skills Our Culture Soft Skills INTERVIEW PREPARATION	**Ask:** What did you learn about the different types of interview questions? Place your thoughts in the chat. **Do**: Review the ideas while attendees put information in chat. Discuss 2 – 3 posts about the different questions.	**Do:** Monitor chat for responses.
9) 1 minute	**Example Technology Questions** Technology Skills What is the .NET Framework? What languages does the .NET Framework Support? Do you have experience using the software programs used in our company? What is the difference between a managed and unmanaged code?	**Say:** Now let's look at some example technology questions. **Do:** Read over the questions. **Ask:** What are your thoughts about these particular questions? **Do**: Call on 1 – 3 people for their thoughts.	**Do:** Monitor chat or have participants use their virtual hand to participate.
10) 1 minute	**Example Culture Questions** Our Culture Team work - What qualities make you a team player? Empower others – What has been your most meaningful work experience empowering a colleague? Learn, Share, Grow Mindset - What are your career goals and how do you plan to achieve them?	**Say:** Now let's look at some example company culture questions. These questions are in line with our company values – team work, empowering others, and growth mindset. **Do:** Read over the questions. **Ask:** What are your thoughts about these particular questions? **Do**: Call on 1 – 3 people for their thoughts.	**Do:** Monitor chat or have participants use their virtual hand to participate.
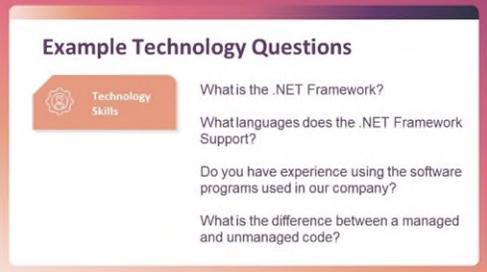
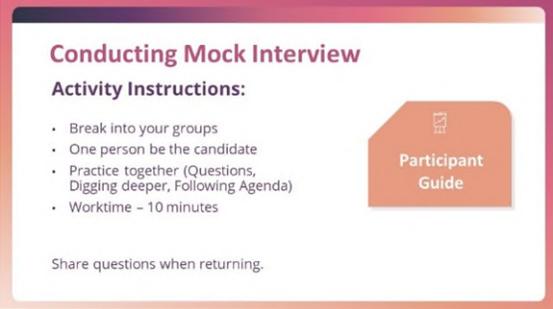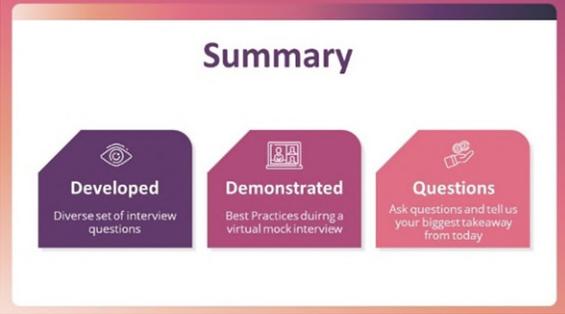| 11) 1 minute		**Say:** Now let's look at some example soft skill questions. **Do:** Read over the questions. Ask: What are your thoughts about these particular questions? **Do**: Call on 1 – 3 people for their thoughts.	**Do:** Monitor chat or have participants use their virtual hand to participate.
12) 1 minute		**Say:** We would like our questions to be formatted for our candidates to respond using the STAR method. We are looking for the "real" person during our interviews. We are looking for our candidate to give responses for. **Do:** Click on each tab and read.	
13) 11 minutes		**Say:** We will now break for an activity where you will meet with your team to develop a diverse set of interview questions. The screen will ask everyone to move to a different room. Use your Participants Guide to record the interview questions. Try to come up with at least 2 - 3 questions for each category – technology skill, company culture, and soft skills. Use the job descriptions provided in the Participants Guide for assistance. We will share questions when we return. Please choose a designated person who would like to share.	**Do:** Have break out rooms ready. Groups will already be determined and a list of names will be provided to you ahead of the training. Set the timer for 10 minutes. Using the announcement feature, give the groups a 5 minute and then a 1-minute warning. After the 10 minutes bring everyone back to the main room.

		Say: Are there any questions? Ok, I will see you back here in 10 min. Enjoy!	

14) 3 minutes	Share Interview Questions	**Say:** Welcome back. I am going to call on a couple of groups to share 1 question their group came up with. Please tell us why you choose these questions. As one person from the group is sharing, could we have another person type the question in the chat so we all can benefit from using the question. When I call on your group, please raise your hand if you are the designated person to share. Thanks.
		
		Do:
		    Call on 3 groups
		    Keep track of time
		
		Say: These were great questions. Thanks for sharing.
			Do: Make sure everyone is back in the main room.
			
			As people raise their hand, select them to speak.
			
			Copy the questions from the chat. We can send them out later in an email.

15) 3 minutes	Conducting Virtual Interviews Best Practices Dig Deeper Interview Agenda Insert Video	**Say:** Now we will move into the next session – Best practices when conducting virtual interviews. We will discuss. **Do:** Click and say – Best Practices Click and say – Dig Deeper on certain questions Click and say and have an interview agenda We will start off with a 2-minute video on the dos and don'ts of conducting a virtual interview.	

			There is a section in the Participants Guide for taking notes. **Do:** Play video.	
16) 2 minutes			**Ask:** What did you learn about from the video? Place your thoughts in the chat. **Do**: Review the ideas while attendees put information in chat. Discuss 2 – 3 posts about the different questions.	**Do:** Monitor chat for responses.
17) 1 minute			**Do:** Click on Best Practices box. We want to maintain professionalism by having a quiet place and a clean space and background. Have your questions ready. Make sure the candidates know the next steps before the interview ends.	
18) 1 minute			**Do:** Click on Dig Deeper box. Don't be afraid to improvise! Many times, a candidate will say something that you will want to dig a little deeper into the conversation. Remember the purpose is to find and hire someone that's a good fit for your team.	
19) 1 minute			**Do:** Click on Interview Agenda box. The Participant Guide shows a sample agenda. This is a guide for your team. Please make sure you are following a flow with introductions of everyone on the call, explain the position and hiring need, ask them the questions you have	

		ready, ask if they have any questions, and give the candidate the next steps for the process. **Ask:** Are there any questions before we move into our breakout session?	
20) 11 minutes	**Conducting Mock Interview** **Activity Instructions:** • Break into your groups • One person be the candidate • Practice together (Questions, Digging deeper, Following Agenda) • Worktime – 10 minutes Participant Guide Share questions when returning.	**Say:** We will now break for an activity where you will practice a virtual mock interview. The purpose of this activity is to practice working together asking the questions you just developed. Did they follow? Was the candidate able to understand what was being asked? Ask a few follow up questions to dig a little deeper. Also, we will need one person be the candidate. The screen will ask everyone to move to a different room. We will share questions when we return. Please choose a designated person who would like to share. **Say**: Are there any questions? Ok, I will see you back here in 10 min. Enjoy!	**Do:** Have break out rooms ready. Groups will already be determined and a list of names will be provided to you ahead of the training. Set the timer for 10 minutes. Using the announcement feature, give the groups a 5 minute and then a 1-minute warning. After the 10 minutes bring everyone back to the main room.

21) 3 minutes	**Mock Interview Debrief**	**Say:** Welcome back. How were the mock interviews? What did you notice about the questions and timing? I will call on a couple of groups to share their experience. When I call on your group, please raise your hand if you are the designated person to share.
		
		Do:
		    Call on 3 groups
		    Keep track of time
			Do: Make sure everyone is back in the main room.
			
			As people raise their hand, select them to speak.

		Say: Thanks for sharing.	
22) 4 minutes	**Summary** — Developed: Diverse set of interview questions; Demonstrated: Best Practices during a virtual mock interview; Questions: Ask questions and tell us your biggest takeaway from today	**Say:** Todays session was packed with great interviewing strategies. **Do:** Click on Developed tab – We developed a diverse set of interview questions to ask our candidates. Click on Demonstrated tab – and we demonstrated best practices during our mock interviews. Click on Questions tab - Are there any questions and tell us your biggest takeaway from today. Please raise your hand or type in the chat.	**Do:** As people raise their hand, select them to speak. Collect takeaways and questions.
23) 1 minute	**Thank you!** Rachel Jones, HR Department, rjones@cnjtech.com extension 1234, CNJ Technology	**Say:** Thank you all so much for coming today. We hope you are feeling more prepared for your interviews. If you have any questions about today's session, please contact Rachel Jones in the HR Department. Her contact information is on the screen. Have a great rest of your day!	**Do:** Check to make sure there are no other questions in the chat.