

Design Document: Effective Interview Strategies

Designed and developed by Courtney Brophy

<i>Business Purpose</i>	<p>Company X needs to recruit and hire 2,000 new members of their technical team this year. Company X is not happy with the quality and quantity of hires they are currently getting because they lack an interview strategy to recruit and hire quality hires.</p> <p>Hiring managers and recruiters will learn the steps of the interview strategy to prepare and perform interviews efficiently to hire quality potential employees.</p>
<i>Target Audience</i>	The target audience is all hiring managers and recruiters at Company X.
<i>Training Time</i>	12 minutes
<i>Training Recommendation</i>	<ul style="list-style-type: none"> • 1 eLearning course using Articulate Storyline 360 • Scenarios will be included using avatar • Knowledge checks throughout the course • Final evaluation
<i>Deliverables</i>	<ul style="list-style-type: none"> • 1 eLearning course developed in Articulate Storyline 360 • 1 storyboard outlining course and development • Job aid: infographic on the steps of Company X's interview strategy
<i>Learning Objectives</i>	<p>After this course, you will be able to:</p> <ul style="list-style-type: none"> • Describe the steps of the company's interview strategy. • Prepare interview questions for specific job roles. • Evaluate effective interviews after engaging in real-life scenarios.
<i>Training Outline</i>	<p>Welcome: outline and purpose of course will be shared with the learner. The fictitious company, AirVent is looking for a technical engineer and the learner is going to help find the next potential candidate.</p> <p>Navigation: overview of navigation tools will be shared with learner.</p> <p>Course objectives: will be shared with the learner.</p> <p>Scenario 1: Job Description Scenario</p> <ul style="list-style-type: none"> • Introduction of female avatar as hiring manager at AirVent. • Avatar invites learner to help find next potential candidate for technical engineer. <p><i>Setting: Hiring manager's office</i></p> <ul style="list-style-type: none"> • Avatar discusses job description and invites learner to post it to company's website.

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- Avatar shares that the job description is very generic and needs to be changed.
- Avatar asks learner to make a choice about next steps with job description and feedback is provided.

Scenario 2: Timeliness Scenario

Setting: Hiring manager's office

- Avatar shares recap of meeting with the hiring manager to review job description.
- Avatar posts job description and finds potential candidate after reading application.
- Avatar calls hiring manager to let her know that a candidate has been found. The hiring manager wants the avatar to set up an interview.
- Avatar asks learner to make choice on how timely to respond and feedback is provided.

Scenario 3: Prepare for Interview

Setting: Office

- Avatar schedules interview with candidate and shares with hiring manager that the interview is scheduled.

Setting: Hiring manager's office

- Avatar and hiring manager review interview questions which are very generic and need to be revised.
- Avatar asks learner to make choice on interview question feedback to give hiring manager and feedback is provided.

Scenario 4: Not a Checklist

Setting: Hiring manager's office

- Avatar and hiring manager rewrite questions that are focused on technical engineer position.

Setting: Office conference room

- Hiring manager holds a meeting with all members of the interview team so that they have a plan to conduct an interview.
- Hiring manager shares interview questions with the team asks for feedback.
- Avatar asks learner to make a choice on how to use interview questions to conduct interview and feedback is provided.

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Scenario 5: Practice for the Interview

Setting: Office conference room

- Hiring manager invites team to participate in mock interview.
- Hiring manager models sample interview question and sample candidate response.
- Member of interview team responds to hiring manager's sample response.
- Avatar asks learner to make choice on how hiring manager should respond to interview team member and feedback is provided.

Scenario 6: Timeliness to offer the job

Setting: Hiring manager's office

- Hiring manager wants to offer the candidate the job.
- Learner makes choice on how long hiring manager should wait to offer the job and feedback is provided.

Scenario 7: You are hired!

Setting: Hiring manager's office

- The candidate is hired.

Summary: Key Takeaways

Avatar will review key takeaways for the steps needed for an effective interview strategy.

- Timeliness: respecting the time of the candidate and members of interview team.
- Define the Job: what skills does candidate need to perform the job successfully.
- Prepare for the interview: determine what questions to ask and how to ask them.
- It's not a checklist: be willing to go off script to get to know the candidate.
- Practice for the interview: know what questions to ask and how to conduct interview.
- Remember your purpose: use questioning to learn about the candidate to find the best fit for job in a professional way.
- Meet all of the team: candidate should meet all members of interview team involved in hiring decision.

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<i>Evaluation Plan</i>	<p>Final Evaluation</p> <ul style="list-style-type: none">• There are 5 questions to check understanding of content and to meet the goals of the learning objectives.• Learner will need to answer 80% of questions correctly to pass the course successfully.