

Effective Interview Strategies– Storyboard for Review

Target Audience: HR Interviewers and hiring managers at AirVENT who partner to interview potential employees.

Seat Time: 12 minutes

Objectives:

- Describe the steps of the company’s interview strategy
- Prepare interview questions to identify candidates who possess essential skills.
- Identify effective strategies to hire the best candidate.

Storyboard Review Guidelines:

- Please focus on the **accuracy** and **completeness** of the content during this review cycle.
- The headings in this document are meant to provide a brief description of the type of slide in this course and how the learner may be interacting with the material.
- To provide feedback (edits, suggestions, etc.):
 - You can edit directly in the document. To do this, please make sure track changes are on.
 - Click Review tab on top of the document
 - Select the Track Changes drop down and make sure “For Everyone” is selected
 - As you work with track changes, you can select “Simple Markup” (to the right of track changes). This removes all the red and changes shown on the side of the document. Changes are still being tracked.
 - You can also leave comments
 - Highlight the area you are referring to, click the insert tab and select comment
- Keep in mind the following:
 - There are connection words and phrases in the narration that would not appear in written procedure.
 - You are encouraged to read the narration out loud to hear how it sounds to you. If needed, make the necessary adjustments/ changes.
 - Narration is only heard by the learner, not seen. Grammar is not important in the narration section. Focus on what the narration says and how it is said.
 - The on-screen text (**OST**) is the the most important with capitalization, grammar, punctuation, etc. as this is what the learner will see on the slide.

- If the flow of the course needs to be adjusted or changed, you are welcome to make those changes as well (or leave a comment on the preferred order). Now is the time to make changes.
- Graphic description row is meant to provide you with an idea of what the slide will look like. You may see images that are not related to the topic, but the layout of the image is the inspiration for the slide. Text on these descriptions and samples are only meant for placeholders.
- The numbers [1][2] [3] etc. in the on-screen text (**OST**) columns and the audio column let the developer know the order the items on the screen should appear based on the audio.
- *Text* that is blue and italicized is for developer clarification and should not be used for on-screen text or narration.

Color Palette/ Fonts/ Formatting

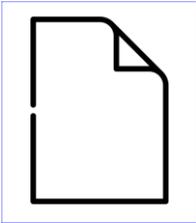
Square of color	Hex code	Notes
	FB3640	Use for buttons, text boxes and caption blurbs. Use black font and black outline.
	B4B8B8	Use for background color when no image is specified for background.
	3066BE	For slides with background images (not including scenario slides) set transparency of background image to 60%. Font: Corbel

	Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
1.1 Welcome	<p>Welcome to the eLearning course [1] Effective Interview Strategies.</p> <p>Our company is growing and we need to hire 2,000 new members to our team.</p> <p>Today we are looking for a great candidate to become the next technical engineer at AirVENT and your job is to help us find one.</p> <p>This course should take about 10-15 minutes.</p> <p>If you need to exit before you complete the course, you'll be able to resume right where you left off when you return.</p> <p>If you aren't familiar with how to navigate the course you can learn more by clicking on the [2] navigation button below.</p> <p>If you are ready to help us find a great candidate, [3] click on the "Start" button.</p>	<p>On-screen text:</p> <p>[1] Effective Interview Strategies</p> <p>[2] Navigation</p> <p>[3] Start</p> <p>Visuals:</p> <p>Office background with be static on screen and set at 60% transparency.</p>  <p>Buttons:</p> <p>[2] Navigation button</p> <p>[3] Start button</p>	<p>[1] Title will fade in.</p> <p>[2] Navigation button will be animate from right.</p> <p>[3] Start button will animate from right.</p> <p>Learner can click on "Navigation button" to jump to slide 1.2 or advance to slide 1.3 by clicking "start."</p> <p>Hover and visted states will be created for both "Navigation" and "Start button.</p> <p>The next button will be disabled.</p>
1.2	<p>You can use these tools to help you navigate the course.</p>	<p>On-screen text: none</p>	<p>[1]-[5] Highlighted box or circle around features timed with audio.</p>

	Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
Course Navigation	<p>If you need to pause the training, [1] select the play/pause button.</p> <p>[2] You can use the refresh button to view the slide again.</p> <p>[3] You can adjust the volume using the volume button.</p> <p>[4] The menu to the right will allow you to revisit parts of the course.</p> <p>[5] When you are ready to move on, click the next button.</p>	<p>Visuals</p> <ul style="list-style-type: none"> • Screenshot of slide in course • Highlight box or circle around features timed with audio at [1], [2], [3], [4], [5] 	<p>Learner will select “next” to jump to slide 1.3.</p>
1.3 Course Objectives	<p>Not only will you help us find a great candidate but by the end of this course, you will also be able to:</p> <p>[1] Describe the steps of the company’s interview strategy</p> <p>[2] Prepare interview questions to identify candidates who possess essential skills.</p> <p>[3] Identify effective strategies to hire the best candidate.</p> <p>[4] Select the next button when you are ready to continue.</p>	<p>On-screen text:</p> <p>At the end of this course, you will be able to:</p> <p>[1] Describe the steps of the company’s interview strategy</p> <p>[2] Prepare interview questions to identify candidates who possess essential skills.</p> <p>[3] Identify effective strategies to hire the best candidate.</p>	<p>[1], [2], [3] text will animate in individually as bullets with audio.</p> <p>Learner will select the “next” button to jump to slide 1.4.</p>

	Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
		<p>Visuals:</p> <p>[4] Highlight box or circle around “next button” feature will be timed with audio.</p> <p>Office background will be static on screen and set at 60% transparency.</p> 	
<p>1.4 Scenario 1A</p> <p>Job Description Scenario</p>	<p>[1] Hi! My name is Mary and I am the hiring manager here at AirVent. I am overwhelmed with trying to fill multiple vacancies and could use some help.</p> <p>To get our interview process started we need to post a job description. We are</p>	<p>On-screen text:</p> <p>[1] Hi! I’m Mary, the hiring manager here at AirVent. I need your help to help us find a potential candidate for our technical engineer position. <i>(all text in speech bubble)</i>.</p> <p>[2] <i>Text written on paper image</i></p> <p>Primary Duties/ Qualifications:</p> <ul style="list-style-type: none"> • Basic understanding of PC Operation Systems • Quality verbal and written communication • Ability to work and independently and be self-driven • Learn and apply new technical knowledge quickly 	<p>[1] Text is in speech bubble and animates in with audio.</p> <p>[2] Image of paper with text zooms on to screen.</p> <p>[3] Text on image animates in.</p> <p>[4] Text and button animates in.</p> <p>[5] Text and button animates in.</p> <p>Learner will select Choice 1 button and jump to slide 1.4a</p> <p>Or select Choice 2 button and jump to slide 1.4b.</p> <p>Hover and visted states will be created for both buttons.</p>

	<p>going to fill the position for a technical engineer first.</p> <p>Would you mind posting the technical engineer job description for me?</p> <p>[2] You look at the job description and it looks identical to all of the other job descriptions for different roles.</p> <p>[3] What do you do next?</p> <p>[4] Post the job description as it is! or</p> <p>[5] Request to meet with Mary because you have questions about the job description.</p>	<ul style="list-style-type: none"> • Demonstrate ability to solve problems, analyze systems and data to suggest appropriate solutions <p>[3] What do you do next?</p> <p>Buttons:</p> <p><i>Choice 1</i> [4] Post the job description as it is! <i>(Incorrect response)</i></p> <p><i>Choice 2</i> [5] Request to meet with Mary because you have questions about the job description. <i>(Correct response)</i></p> <p>Visuals:</p> <ul style="list-style-type: none"> • Office background  <ul style="list-style-type: none"> • Woman avatar sitting at desk with a pile of papers is static on screen. 	
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Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
	 <ul style="list-style-type: none"> <li data-bbox="1026 639 1446 708">• [2] Image of a piece of paper (job description) with text 	
<p>1.4 a</p> <p>Incorrect Response Layer</p>	<p>On-screen text:</p> <p>Incorrect. You won't find the right match with a general job description. You need to know what you want and what you need to find the best potential candidate.</p> <p>Button:</p> <p>Continue</p>	<p>There will only be one attempt.</p> <p>Learner will click on continue to jump to slide 1.5.</p>

	Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
<p>1.4 b Correct Response Layer</p>		<p>On-screen text: Yes! In order to find the best candidate for the job you need to define the job so you know exactly what you want and want you need. You will find the right match for the role if the job description fits what you are looking for in an ideal candidate.</p> <p>Button: Continue</p>	<p>There will only be one attempt. Learner will click on continue to jump to slide 1.5.</p>
<p>1.5 Scenario 2A Timeliness Scenario</p>	<p>You had a great meeting with Mary and clearly defined the role and skills needed for the technical engineer position.</p> <p><i>Mary:</i> [1] I'm glad you asked to meet about revising the job description for the technical engineer. After writing this we have a clear idea of what the role is and the skills needed to perform the role. I'm excited about potential candidates that will apply.</p> <p>Would you please post this job description and manage the candidate applications so we can set up interviews when needed.</p>	<p>On-screen text: [1] I'm glad we revised the job description. Would you please post the job description and set up interviews if needed. I'm excited to meet our potential candidates. <i>(all text in speech bubble)</i></p> <p>Visuals:</p> <ul style="list-style-type: none"> • Women avatar 	<p>[1] Text in speech bubble will animate in with audio. [2] Clock animates in</p> <p>Learner will select the "next" button to jump to slide 1.6.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
<p>[2] You post the job description to the company’s website and within an hour you already have ten job applications for the role.</p> <p>[3] Select next to continue.</p>	<div data-bbox="1073 240 1226 732" data-label="Image"> </div> <ul data-bbox="1026 740 1407 812" style="list-style-type: none"> • Office background will be static on screen <div data-bbox="980 829 1350 1078" data-label="Image"> </div> <ul data-bbox="1026 1102 1421 1136" style="list-style-type: none"> • [2] Clock animation ticking <div data-bbox="1073 1138 1180 1237" data-label="Image"> </div> <ul data-bbox="1026 1313 1402 1383" style="list-style-type: none"> • [3] Highlight box or circle around “next button” 	

	Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
		feature will be timed with audio.	
<p>1.6 Scenario 2A Timeliness Scenario</p>	<p>You read through the job applications and you find one potential candidate that really stands out.</p> <p>You call Mary to let her know that you found a potential candidate that should be interviewed.</p> <p><i>Mary:</i> [1] Great! I’m slammed at the minute. Can you please schedule the interview?</p> <p>[2] What should you do?</p> <p>[3] Schedule an interview as soon as you get off the phone with Mary.</p> <p>or</p> <p>[4] Come back to this because you are busy managing other tasks at the moment for Mary.</p>	<p>On-screen text:</p> <p>[1] Great! I’m slammed at the minute. Can you please schedule the interview? <i>(all text in speech bubble)</i></p> <p>[2] What should you do?</p> <p>Buttons:</p> <p><i>Choice 1:</i> [3] Schedule an interview as soon as you get off the phone with Mary. <i>(Correct choice)</i></p> <p><i>Choice 2:</i> [4] Come back to this because you are busy managing other tasks at the moment for Mary. <i>(Incorrect choice)</i></p> <p>Visuals:</p> <ul style="list-style-type: none"> • Woman avatar at desk on phone 	<p>[1] Text in speech bubble will animate in with audio.</p> <p>[2] Text will animate in with audio.</p> <p>[3] Text and button animates in.</p> <p>[4] Text and button animates in.</p> <p>Learner will select Choice 1 button and jump to slide 1.6a</p> <p>Or select Choice 2 button and jump to slide 1.6b.</p> <p>Hover and visited states will be created for both buttons.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
	 <ul style="list-style-type: none"> Office background will be static on screen  	
<p>1.6a</p> <p>Correct response layer</p>	<p>On-screen text:</p> <p>Yes! You should always make a potential candidate a priority and get the interview scheduled for the earliest possible time. You are sending a message to the candidate that s/he is a priority with your quick response.</p> <p>Button:</p>	<p>There will only be one attempt.</p> <p>Learner will click on continue to jump to slide 1.7.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
<p>1.6b Incorrect response layer</p>	<p>Continue</p>	<p>There will only be one attempt. Learner will click on continue to jump to slide 1.7.</p>
<p>1.7 Scenario 3A Prepare for Interview</p>	<p>You reach out to your potential candidate and schedule an interview for Thursday, which is two days away. You call Mary and let her know that an interview has been scheduled. <i>Mary:</i> [1] Awesome news! Stop by my office so we can discuss what we need to prepare for the interview. [2] Select next to continue.</p>	<p>On-screen text: [1] Awesome news! Stop by my office so we can discuss what we need to prepare for the interview. <i>(all text in speech bubble)</i></p> <p>Visuals:</p> <ul style="list-style-type: none"> • Woman avatar at desk on phone  <ul style="list-style-type: none"> • Office background will be static on screen. <p>Functionality: [1] Text in speech bubble will animate in with audio. Learner will select the “next” button to jump to slide 1.8.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality	
	 <ul style="list-style-type: none"> [2] Highlight box or circle around “next button” feature will be timed with audio 		
<p>1.8 Scenario 3B Prepare for Interview</p>	<p>You get to Mary’s office and she gives you a list of interview questions that the company has used in the past.</p> <p><i>Mary:</i> [1] Nice job setting up the interview! Here are our company’s interview questions so that you can look them over beforehand. What else would you like to do to prepare for the interview?</p> <p>You look over the list of interview questions and notice that they are very generic.</p>	<p>On-screen text:</p> <p>[1] Nice job setting up the interview! Here are our company’s interview questions so that you can look them over beforehand. What else would you like to do to prepare for the interview? <i>(all text in speech bubble)</i></p> <p>[2] You look like you are thinking about something. Is something not right with the interview questions? <i>(all text in speech bubble)</i></p>	<p>[1] Text in speech bubble will animate in with audio.</p> <p>[2] Text in speech bubble will animate in with audio.</p> <p>[3] Text will animate in with audio.</p> <p>[4] Text and button animates in.</p> <p>[5] Text and button animates in.</p> <p>Learner will select Choice 1 button and jump to slide 1.8a</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
	<p><i>Mary:</i> [2] You look like you are thinking about something. Is something not right with the interview questions?</p> <p>[3] What should your response to Mary be?</p> <p>[4] The company has done interviews before so it looks like everything is set to go and no further preparation is needed. or</p> <p>[5] These questions are very generic. Let's sit down and rewrite the questions so that they pertain to the job role that the company is trying to fill.</p> <p>Buttons:</p> <p><i>Choice A:</i> [4] The company has done interviews before so it looks like everything is set to go and no further preparation is needed. <i>(Incorrect choice)</i></p> <p><i>Choice B:</i> [5] These questions are very generic. Let's sit down and rewrite the questions so that they pertain to the job role that the company is trying to fill. <i>(Correct choice)</i></p> <p>Visuals:</p> <ul style="list-style-type: none"> • Woman avatar at desk  <ul style="list-style-type: none"> • Image of papers on desk 	<p>Or select Choice 2 button and jump to slide 1.8b.</p> <p>Hover and visted states will be created for both buttons.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
	<ul style="list-style-type: none"> Office background will be static on screen 	
<p>1.8a Incorrect response layer</p>	<p>On-screen text: Incorrect. Generic questions won't work. You don't want to waste the candidate's time or your time asking questions that don't pertain to the job.</p> <p>Button: Continue</p>	<p>There will only be one attempt. Learner will click on continue to jump to slide 1.9.</p>
<p>1.8b Correct response layer</p>	<p>On-screen text: Yes! Ask questions important to the job. You will want to ask questions that pertain to the technology and other skills of the job.</p> <p>Button: Continue</p>	<p>There will only be one attempt. Learner will click on continue to jump to slide 1.9.</p>
<p>1.9</p>	<p>Mary was very responsive to your feedback and you have the opportunity</p>	<p>On-screen text: [1] Text in speech bubble will animate in with audio.</p>

	Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
<p>Scenario 4A Not a Checklist</p>	<p>to meet with her to rewrite the interview questions so they are more focused on the position.</p> <p>After you've met with Mary she decides to that she would like to hold a meeting with all members of the interview team so that they are familiar with the interview questions. She also is looking for feedback from them on how to conduct the interview.</p> <p><i>Mary:</i> [1] Thanks everyone for being here. I wanted to take some time today to share the interview questions with you and discuss how we are going to conduct the interview.</p> <p>[2] What are your thoughts?</p> <p>[3] Stick to the list of interview questions that you prepared.</p> <p>or</p> <p>[4] Practice ways that you can improvise after questions have been asked to learn more about a candidate.</p>	<p>[1] Thanks everyone for being here. I wanted to take some time today to share the interview questions with you and discuss how we are going to conduct the interview. <i>(all text in speech bubble)</i></p> <p>[2] What are your thoughts?</p> <p>Buttons:</p> <p>[3] <i>Choice A:</i> Stick to the list of interview questions that you prepared. <i>(Incorrect choice)</i></p> <p>[4] <i>Choice B:</i> Practice ways that you can improvise after questions have been asked to learn more about a candidate <i>(Correct choice)</i></p> <p>Visuals:</p> <ul style="list-style-type: none"> • Woman avatar 	<p>[2] Text will animate in with audio.</p> <p>[3] Text and button animates in.</p> <p>[4] Text and button animates in.</p> <p>Learner will select Choice 1 button and jump to slide 1.9a</p> <p>Or select Choice 2 button and jump to slide 1.9b.</p> <p>Hover and visted states will be created for both buttons.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
	 <ul style="list-style-type: none"> • Image of papers  <ul style="list-style-type: none"> • Office background with people sitting around a table in a conference room at 60% transparency. 	
<p>1.9a Incorrect response layer</p>	<p>On-screen text: Incorrect. Knowing what you want in a candidate is good but don't make it a checklist. You want to hire</p>	<p>There will only be one attempt. Learner will click on continue to jump to slide 1.10.</p>

	Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
		<p>the best candidate for the job and not a robot.</p> <p>Button: Continue</p>	
<p>1.9b Correct response layer</p>		<p>On-screen text: Definitely stick to your questions but be willing to improvise. The list of questions is just a guide. A candidate may say something that will make you want to dig deeper. This is an excellent opportunity to learn more about his or her skills.</p> <p>Button: Continue</p>	<p>There will only be one attempt. Learner will click on continue to jump to slide 1.10.</p>
<p>1.10 Scenario 5A Practice for the Interview</p>	<p><i>Mary:</i> [1] We are really excited about the candidate we will be interviewing. We will all play a part in the interview by asking the candidate a few questions.</p> <p>[1] Today we are going to do a mock interview so we are all comfortable with doing an interview properly.</p> <p>Select the next button to continue.</p>	<p>On-screen text: [1] We are really excited about the candidate we will be interviewing. We will all play a part in the interview by asking the candidate a few questions. <i>(all text in speech bubble)</i></p> <p>[1] Today we are going to do a mock interview so we are all comfortable with doing an interview properly. <i>(all text in speech bubble)</i></p>	<p>[1] Text will animate in with audio. Learner will select the next button to advance to slide 1.11.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	On-Screen Text (OST) / Visuals	Functionality
		<p>Visuals:</p> <ul style="list-style-type: none"> • Woman avatar  <ul style="list-style-type: none"> • Office background with people sitting around a table in a conference room at 60% transparency. 	
<p>1.11 Scenario 5B Practice for the Interview</p>	<p><i>Mary:</i> [1] I will pose an interview question and a sample candidate response.</p> <p>[2] Your job is to think of a sample response to the candidate. Let's try one!</p>	<p>On-screen text:</p> <p>[1] I will pose an interview question and a sample candidate response. <i>(all text in speech bubble)</i></p>	<p>[1]-[6] text will animate in and fade out with audio.</p> <p>Learner will select Choice 1 button and jump to slide 1.11a</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
<p>[3] Here is the first example interview question.</p> <p>[4] Tell me about the most challenging technical engineer project you have experienced in the past year.</p> <p>[5] Sample candidate response: I am still learning ways to become more efficient with my problem solving techniques because I still have lots to learn.</p> <p>Sam: [6] I have a response. What DO you know?</p> <p>[7] What should Mary’s response to Sam be?</p> <p>[8] Sam, this is a great start however maybe you should reword your response so it doesn’t seem like you are attacking the candidate.</p> <p>or</p> <p>[9] Sam, this is a great way to go off script and dig deeper to find out more about the candidate.</p>	<p>[2] Your job is to think of a sample response to the candidate. Let’s try one! <i>(all text in speech bubble)</i></p> <p>[3] Here is the first example interview question. <i>(all text in speech bubble)</i></p> <p>[4] Tell me about the most challenging technical engineer project you have experienced in the past year. <i>(all text in speech bubble)</i></p> <p>[5] Sample candidate response:” I am still learning ways to become more efficient with my problem solving techniques because I still have lots to learn.” <i>(all text in speech bubble)</i></p> <p>[6] I have a response. What DO you know? <i>(all text in speech bubble)</i></p> <p>[7] What should Mary’s response to Sam be?</p>	<p>Or select Choice 2 button and jump to slide 1.11b.</p> <p>Hover and visted states will be created for both buttons.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
	<p>Buttons:</p> <p><i>Choice A:</i> [8] Sam, this is a great start however maybe you should reword your response so it doesn't seem like you are attacking the candidate.</p> <p><i>(Correct response)</i></p> <p><i>Choice B:</i> [9] Sam, this is a great way to go off script and dig deeper to find out more about the candidate.</p> <p><i>(Incorrect response)</i></p> <p>Visuals:</p> <ul style="list-style-type: none"> • Woman avatar • Male avatar  <ul style="list-style-type: none"> • Image of papers 	

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
	 <ul style="list-style-type: none"> Office background with people sitting around a table in a conference room at 60% transparency. 	
<p>1.11a Correct response layer</p>	<p>On-screen text: Yes! Remember our purpose in the interview is not to make the candidate feel bad about themselves but rather find out more about them.</p> <p>A more appropriate response would be “We all continue to grow. What have you learned from problem solving techniques that you have tried and what would you do differently now?”</p> <p>Button: Continue</p>	<p>There will only be one attempt. Learner will click on continue to jump to slide 1.12.</p>
<p>1.11b</p>	<p>On-screen text:</p>	<p>There will only be one attempt.</p>

	Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
Incorrect response layer		<p>Incorrect. Remember our purpose in the interview is not to make the candidate feel bad about themselves but rather find out more about them. This response needs to be reworded so the candidate doesn't feel bad about the response.</p> <p>Button:</p> <p>Continue</p>	Learner will click on continue to jump to slide 1.12.
1.12 Scenario 5C Completing the Interview/ Timeliness	<p>The day has arrived and the interview has taken place. All of the team members were highly impressed and felt the candidate was a great fit for the position. How long should Mary wait to offer the candidate the job?</p> <p>[1] How long should I wait to offer the candidate the job?</p> <p>[2] As soon as possible! If all of the team thought the candidate was the right fit, why wait?!</p> <p>[3] Wait to see if there will be other potential candidates to interview for the job.</p>	<p>On-screen text:</p> <p>[1] How long should Mary wait to offer the candidate the job? <i>(all text in speech bubble)</i></p> <p>Buttons:</p> <p><i>Choice A:</i> [2] As soon as possible! If all of the team thought the candidate was the right fit, why wait?!</p> <p><i>(Correct response)</i></p> <p><i>Choice B:</i> [3] Wait to see if there will be other potential candidates to interview for the job.</p> <p><i>(Incorrect response)</i></p>	<p>[1]-[3] Text will animate in with audio</p> <p>Learner will select Choice 1 button and jump to slide 1.12a</p> <p>Or select Choice 2 button and jump to slide 1.12b.</p> <p>Hover and visited states will be created for both buttons.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
	<p>Visuals:</p> <ul style="list-style-type: none"> • Woman avatar  <ul style="list-style-type: none"> • Office background with people sitting around a table in a conference room. 	
<p>1.12a Correct response layer</p>	<p>On-screen text: Absolutely! Make the decision quickly so you don't risk losing the candidate to another company competing for the same type of job.</p> <p>Button: Continue</p>	<p>There will only be one attempt. Learner will click on continue to jump to slide 1.13.</p>

	Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
<p>1.12b</p> <p>Incorrect response layer</p>		<p>On-screen text:</p> <p>Don't take the chance of losing a potential candidate. You need to remember that you are competing against other companies for the same candidate.</p> <p>Button:</p> <p>Continue</p>	<p>There will only be one attempt.</p> <p>Learner will click on continue to jump to slide 1.13.</p>
<p>1.13</p> <p>It's a Hire!</p>	<p>Mary calls the candidate to offer her the position.</p> <p><i>Mary:</i> [1] Hi, this is Mary, the hiring manager from AirVENT. We would love to have you join our team. Do you accept the position?</p> <p><i>Candidate:</i> [2] Yes! I'm excited to join the team at AirVENT. Thank you for this opportunity Mary.</p> <p><i>Mary:</i> [3] Wonderful! Our Human Resources department will reach out to schedule an onboarding appointment. Welcome to the team!</p> <p>Select the next button to continue.</p>	<p>On-screen text:</p> <p>[1] Hi, this is Mary, the hiring manager from AirVENT. We would love to have you join our team. Do you accept the position? <i>(all text in speech bubble)</i></p> <p>[2] Yes! I'm excited to join the team at AirVENT. Thank you for this opportunity Mary. <i>(all text in speech bubble)</i></p> <p>[3] Wonderful! Our Human Resources department will reach out to schedule an onboarding appointment. Welcome to the team! <i>(all text in speech bubble)</i></p> <p>Visuals:</p>	<p>[1]-[3]Text will animate in with audio.</p> <p>Learner will select the next button to advance to slide 1.14.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
	<ul style="list-style-type: none"> • Woman avatar on phone at desk  <ul style="list-style-type: none"> • Image of office background static on screen  	
<p>1.14 End of Scenario</p>	<p>[1] Thank you so much for your help! I am confident that the candidate we hired will be a perfect fit for our team at AirVENT!</p> <p>Select the next button to continue.</p>	<p>On-screen text:</p> <p>[1] Thank you so much for your help! I am confident that the candidate we hired will be a perfect fit for our team at AirVENT! <i>(all text in speech bubble)</i></p> <p>Visuals:</p>
		<p>[1] Text animates in with audio.</p> <p>Learner will select the next button to advance to slide 1.15.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
	<ul style="list-style-type: none"> • Woman avatar with hands in the air  <ul style="list-style-type: none"> • Office background will be static on screen  	
<p>1.15 Summary</p>	<p>It's important to have an efficient interview strategy to hire a great candidate for a position at your company.</p>	<p>On-screen text:</p> <ul style="list-style-type: none"> [1] 1. Timeliness [2] 2. Define the Job [3] 3. It's not a checklist
		<p>[1]-[7]-Text will animate in with audio on top of static whiteboard image.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
<p>After today's experience here are the big takeaways about what steps you need to look for in an effective interview strategy.</p> <p>[1] Timeliness: Make an ideal candidate a priority and respond to him/her as soon as you can.</p> <p>[2] Define the job: Take the time to write a job description that define what you are looking for and what skills an ideal candidate needs.</p> <p>[3] Prepare for the interview: Ask questions important to the job! Determine the number of major topics in your interview and then decide on the number of questions for each topic. You will want to ask questions that pertain to the technology and other skills of the job.</p> <p>[4] It's not a checklist: Stick to your list of interview questions but be willing to improvise in case a candidate says something that will make you want to dig deeper.</p>	<p>[4] 4.Prepare for the interview</p> <p>[5] 5.Practice for the interview</p> <p>[6] 6. Remember your purpose</p> <p>[7] 7. Meet all of the team</p> <p>Visuals:</p> <ul style="list-style-type: none"> • Woman avatar pointing  <ul style="list-style-type: none"> • Image of whiteboard in background (<i>on-screen text will animate on top of it</i>) 	<p>Learner will click on the next button to advance to slide 1.16.</p>

	Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
	<p>[5] Practice for the interview: All members of the interview team should be trained and prepped before the interview so they are comfortable with what interview questions to ask and which questions to avoid.</p> <p>[6] Remember your purpose: The purpose of the interview is to find the right candidate for the job and not to intimidate them.</p> <p>[7] Meet all of the team: It's important for the candidate to meet the entire team who will be part of the hiring decision.</p> <p>Select the next button to continue.</p>		
<p>1.16 Quiz Introduction</p>	<p>[1] You will now check your knowledge by completing a quiz.</p> <p>[2] The next five slides will ask you questions about information you have learned in this course. Read the question, choose the correct answer and press submit.</p>	<p>On-Screen Text:</p> <p>[1] QUIZ:</p> <p>[1] Check Your Knowledge</p> <p>[2] There are 5 questions to check your knowledge.</p>	<p>[1]-[3]: Text will animate in with audio.</p> <p>Learner will click next to jump to slide 1.17.</p>

	Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
	<p>[3] You will need to answer 80% of the questions correctly to pass the quiz successfully.</p> <p>[4] Select the next button when you are ready to begin.</p>	<p>[3] You will need to answer 80% of the questions correctly to pass the quiz successfully.</p> <p>Visuals:</p> <p>Image of people at office set to 60% transparency with light grey overlay.</p>	
<p>1.17 Question 1</p>		<p>On-screen text:</p> <p>Question 1: The hiring manager should be the only member of the interview team to interview the candidate?</p> <p>True or False?</p> <p>Select your answer.</p> <p><i>Correct answer: False</i></p> <p>Visuals:</p> <ul style="list-style-type: none"> • Left side of screen: Image of people talking at office  <ul style="list-style-type: none"> • Right side of screen: True/False question 	<p>Hide slide from player menu</p> <p>Set slide to “reset to initial state” when revisiting.</p> <p>Learner will advance to slide 1.18 when submit button is selected.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
<p>1.18 Question 2</p>	<p>On-screen text: Question 2 What should be included in the job description? Select all that apply. A. Business skills needed B. Technology skills needed C. Team culture D. Salary <i>Correct answers: A, B, C</i></p> <p>Visuals:</p> <ul style="list-style-type: none"> • Left side of screen: Multiple choice questions • Right side of screen: Image of people at office with paper in hand 	<p>Hide slide from player menu Set slide to “reset to initial state” when revisiting. Learner will advance to slide 1.19 when submit button is selected.</p>
<p>1.19 Question 3</p>	<p>On-screen text: Question 3</p>	<p>Hide slide from player menu</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
	<p>Which of the following is not an effective interviewing strategy?</p> <p>Select your answer.</p> <ul style="list-style-type: none"> A. Know what you want and define the job ahead of time. B. Prepare a list of interview questions before the interview. C. Schedule multiple interviews with the candidate to meet everyone on the team. D. Make the decision and notify the candidate immediately. <p><i>Correct answer: C.</i></p> <p>Visuals:</p> <ul style="list-style-type: none"> • Left side of screen: image of people sitting around table at office  <ul style="list-style-type: none"> • Right side of screen: Multiple choice questions 	<p>Set slide to “reset to initial state” when revisiting.</p> <p>Learner will advance to slide 1.20 when submit button is selected.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
<p>1.20</p> <p>Question 4</p>	<p>On-screen text:</p> <p>Question 4</p> <p>What should you do during an interview?</p> <p>Select two answers that apply.</p> <ul style="list-style-type: none"> A. Use the interview questions created for the job description. B. Go off script if needed to get to know the candidate. C. Make the candidate feel comfortable and ask about interests and hobbies. D. Ask the candidate difficult questions to see how they handle stressful situations. <p><i>Correct answers: A., B.</i></p> <p>Visuals:</p> <ul style="list-style-type: none"> • Left side of screen: Multiple choice questions • Right side of screen: Image of people sitting in an office 	<p>Hide slide from player menu</p> <p>Set slide to “reset to initial state” when revisiting.</p> <p>Learner will advance to slide 1.21 when submit button is selected.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
<p>1.21</p> <p>Question 5</p>	<p>On-screen text:</p> <p>Question 5</p> <p>True or False?</p> <p>If a member of your team is great at the job, then she or he will be a great interviewer as well.</p> <p>Select your answer.</p> <p>Correct answer: False.</p> <p>Visuals:</p> <ul style="list-style-type: none"> • Left side of screen: True/False question • Right side of screen: Image of two people talking at the office 	<p>Hide slide from player menu</p> <p>Set slide to “reset to initial state” when revisiting.</p> <p>Learner will advance to slide 1.22 when submit button is selected.</p>
<p>1.22</p>	<p>On-screen text:</p> <p>Assessment Results:</p> <p>Your Score:</p> <p>Passing Score:</p>	

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
<p>1.22 a</p> <p>Results Slide</p> <p>Failure Layer</p>	<p>Result:</p> <p>On-screen text:</p> <p>Please try again.</p> <p>Click 'Review Test' to review your incorrect answers.</p> <p>Click 'Retake Test' to retake the test.</p> <p>Buttons:</p> <ul style="list-style-type: none"> • Review Test • Retake Test <p>Graphics</p>  <p>"Review" button</p> <p>"Retake" button</p>	<p>Learner will click on "Review Test" button and jump to slide 1.17 or click "Retake Test" button and jump to slide 1.16.</p>
<p>1.22 b</p> <p>Results Slide</p> <p>Success Layer</p>	<p>On-screen text:</p> <p>Congratulations on passing the course.</p>	<p>Learner will click continue and jump to slide 1.23.</p>

	Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	Functionality
		<p>Click next to continue.</p> <p>Visuals:</p> 	
<p>1.23 Conclusion</p>	<p>[1] Congratulations, you have completed this course on effective interview strategies.</p> <p>You can now describe the steps of the company’s interview strategy, prepare interview questions to identify candidates who possess essential skills and identify effective strategies to hire the best candidate.</p> <p>You may now exit this course.</p>	<p>On-screen text:</p> <p>[1] Congratulations!</p> <p>You have successfully completed Effective Interview Strategies</p> <p>Button:</p> <p>Exit Course</p> <p>Visuals:</p> <p>Woman avatar</p>	<p>Remove previous and next button.</p> <p>Learner will click on “Exit Course” button to exit course.</p>

Audio / Voiceover (VO)	On-Screen Text (OST) / Visuals	On-Screen Text (OST) / Visuals	Functionality
		 <p>Office background static on screen.</p>  	