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| *Business Purpose* | The company needs to recruit and hire 2000 new members of their technical team this year by improving the quality and quantity of hires. | |
| *Target Audience* | This training is for HR interviewers who partner with hiring managers to interview potential employees.  More senior members have in depth technical skills but less experienced members (with an average age of 35) have less technical background and more HR experience. The team is geographically dispersed. | |
| *Training Time* | 20 minutes of L2 learning; 1 hour may be more reasonable to allow for vILT mock interview practice. | |
| *Training Recommendation* | I recommend an eLearning course supplemented by vILT mock interview learning to apply interview strategies that allow for more meaningful discussion of a candidate’s abilities. The eLearning course will be built in Articulate Storyline and will incorporate branching scenarios showing interviews with potential hires. Also, a short video will address how a team member might adapt his/her questioning based on a candidate’s response to a question. After completion of the eLearning course, team members should be paired up to complete a virtual mock interview with a facilitator observing to offer feedback. | |
| *Deliverables* | 1 Storyboard  1 Storyline eLearning course  Voiceover audio  1 Job Aid (with technical and soft skills questions)  1 vILT facilitator’s guide for mock interview practice/feedback | |
| *Learning Objectives* | 1: Identify strategies to increase number of new technical hires  2: Define skills necessary for the position  3: Apply steps required to prepare for a candidate’s interview  4: Adapt questions to go “off script” allow for deeper discussion of candidates’ qualification | |
| *Training Outline* | Topic 1: Interview strategies (Accordion tabs that briefly describe the strategy)   * Timeliness   + Schedule promptly- may include images of clocks and running out of time   + Be careful of unconscious messaging * Defining the role and skills   + Multi-step approach to interviewing starts with knowing what you want and identifying the skills needed.   + Skills include technology, business, culture. Will need more detailed skills to include on these slides   + Knowledge check: Drag and Drop interaction to match the skills needed for the role * Be open minded-   + No checklists- List of questions should be more of a guide   + Don’t need a robot- use image of a collage of robots and lists which are highlighted to sync with audio. A hover state over the image reveals more information.   + Branching scenario: Recruiter asks a technical question and candidate answered. Learners will have 3 potential responses to continue the discussion * Prepare: Use image with motion paths of stacking building blocks (each bullet). Highlight during audio. Click blocks to reveal more info in slide layers.   + Train interviewers to ensure that they are knowledgeable     - Determine major topics     - Pick important questions carefully     - Be willing to improvise   + Remember the purpose- video of effective interviewing (1-2 mins)     - Keep small talk to a minimum     - No competing with the candidate   + Include all pertinent parties     - Include all decisionmakers in the initial interview, if possible     - Make prompt decisions     - Ensure all interviewers are working from an approved set of questions | |
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| *Assessment Plan* | Final assessment with 10 questions- matching, drag and drop, multiple choice  80% pass rate required  2 attempts | |