

Hiring Strategies Design Document

HR Interviewer Training

<i>Business Purpose</i>	The client needs to recruit and hire 2000 new members for their technical team. They are currently not happy with the quality or quantity of hires they are receiving. This training is to help improve the quality and quantity of hires by ensuring that interviewers and hiring managers understand how to prepare for and interview potential employees.
<i>Target Audience</i>	HR interviewers who partner with hiring managers to interview potential employees.
<i>Training Time</i>	20 minutes
<i>Training Recommendation</i>	1 eLearning course that allows the learner to make choices in real-life interview scenarios in which the learner will interact with the content and receive feedback.
<i>Deliverables</i>	<ul style="list-style-type: none">• 1 e-Learning course (level 3)<ul style="list-style-type: none">○ Developed in Articulate Storyline○ Includes voice-over narration○ Includes a virtual human avatar○ Final evaluation
<i>Learning Objectives</i>	<p>At the conclusion of this course, learner should be able to:</p> <ol style="list-style-type: none">1. Describe the hiring strategies used to interview and hire quality candidates2. Apply the hiring strategies to make decisions about the interview process
<i>Training Outline</i>	<ul style="list-style-type: none">• Introduction<ul style="list-style-type: none">○ Title and welcome○ Navigation (optional)○ Introduce the module objectives○ Present the character (HR Manager) and scenario component○ Learner will attempt to answer the questions in the following scenarios before reviewing the strategy that follows.○ For each scenario, the learner will need to choose between three choices, with feedback for all answers

- **Scenario 1:**

*Writing a job description so we can post the opening...
What will you do?*

- I. Set aside the time to create a thorough job description to include the most important required skills as well as a few preferred skills.
- II. Quickly write up the job description and post the position. You can adjust the description later when you have more time.
- III. Set aside the time to create a thorough job description with every skill the job requires.

Strategy Information:

- When writing a job description

- 1) **Know what you want**

- a. Get feedback from all decision makers and thoroughly define the job
- b. Finalize the job with the hiring team prior to posting the opening
- c. The description should include the most important skills needed

- 2) **Don't have a checklist**

- a. Create a list of requirements and qualifications, but avoid being too selective
- b. When including technical background information, keep in mind that software changes all the time
- c. Qualified candidates may not apply if the job description has too many requirements

- **Scenario 2:**

*You need to schedule interviews.....
What will you do?*

- I. Wait and see what works for the applicants and then coordinate with the hiring team
- II. Schedule multiple interviews to accommodate the

schedules of everyone on the hiring team.

- III. Plan ahead. Block off dates and times available for the hiring team before scheduling interviews with applicants.

Strategy Information:

- When scheduling interviews

1) Timeliness

- a. Schedule interviews for the earliest possible time
- b. Communicate in a prompt manner
- c. Make the decision and notify candidates quickly

2) Ensure candidates meet everyone

- a. Double check schedules with everyone on the interview team prior to scheduling the interview
- b. Schedule interviews quickly and get them on the calendar asap
- c. Do not schedule multiple interviews. This avoids the risk of losing a candidate.

- **Scenario 3:**

You need to prepare for your interview...

What will you do?

- II. Have a list of the most important and relevant questions prepared
- III. See where the interview takes you. You can make it up as you go.
- IV. Create a list of every question you can think of. It's a good idea to include tough questions as well.

Strategy Information:

- When preparing for interviews

1) Be prepared

- a. Have a list of interview questions prepared prior to the interview

- b. Make sure the list includes questions which are important to the job, as well as your business and culture
- c. The top priority questions will help determine if the candidate is a good fit

2) Train the interview team

- a. All interviewers should be knowledgeable and able to ask the questions which have been prepared in advance
- b. Interviewers should know the correct answers to each question and be able to ask follow-up questions if needed
- c. The interview team should be flexible and willing to go off script when needed, in order to learn more about the candidate

3. Scenario 4:

It's time for the interview....

What will you do?

- I. Stick to my prepared list of questions only.
- II. Forget the prepared questions, let's see where the interview takes us.
- III. Be open to improvising and go off script if needed to get to know the candidate

Strategy Information:

- During the interview

1) Remember the purpose

- a. The purpose of the interview is to determine if a candidate is the right fit for the job
- b. This is not an opportunity to make your interviewers feel smart or superior by intimidating candidate

- **Scenario 5**

You've chosen a candidate...

What will you do next?

- II. Finish my own priority tasks and then make a decision.

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	<p>III. Take my time, I can make a decision next week.</p> <p>IV. Discuss the decision with the rest of the hiring team, then quickly contact the candidate.</p> <ul style="list-style-type: none">• Summary<ul style="list-style-type: none">• When writing a job description:<ul style="list-style-type: none">○ Know what you want○ Don't have a checklist• When scheduling interviews:<ul style="list-style-type: none">○ Be timely○ Make sure the candidates meet everyone• When preparing for interviews<ul style="list-style-type: none">○ Be prepared with your questions○ Train the interview team• During the interview<ul style="list-style-type: none">○ Remember the purpose
<i>Evaluation Plan</i>	<ul style="list-style-type: none">• Assessment will include a quiz at the end of the course with three questions.• Learner will have two attempts.• Learner must receive 100% to pass the course.