Module Title: Interview Process

Target Audience: HR interviewers, hiring managers, and recruiters in addition to all new hires in these positions who conduct company interviews.

Learning Objectives:
1. Arrange the four-step timeline in the interview process
2. Identify the 4 interview strategies

Seat Time: 20 minutes

Outline:
- Course Intro / Navigation / Scenario/ Objectives
- 4 Step Timeline
- Practice Activities
- Workplace Scenario
- Knowledge Check
- 4 Strategies for Interviewing
- Practice Activities
- Workplace Scenario
- Summary
- Intro to Assessment
- Assessment
- Assessment Results
- Congratulations

Font: Calibri (Headings; Bold)
Calibri Light (Body)

Avatars: 3 avatars to represent hiring manager, recruiter, and HR interviewer

Color Palette:

Module Resources/References: Job Aid

Custom Border, Titles, Logo

Welcome

Global Comments:

- All slides will have a custom top and bottom border using custom color palette.
- Use classic player in Storyline.
- Title bar (and applicable direction/subtitle bar) set on top of green border.
- Use of custom color scheme for shapes throughout; white font on colored background/black font on white background.
- Text in (brackets) should not appear on the slide or be recorded in voiceover (VO)
- If text in a callout is too long to display at once, fade-out/fade-in text and arrange sequentially on timeline; do not use scrolling text in callouts
- Seek bar is visible and controllable for learner on all slides and layers; Menu is "free"
- Slide numbers with letters (3.2a) indicate layers for corresponding slide number
- Slide dimensions are 16:9 ratio with slide size (960:540)
- Track changes is on, so please use this to make corrections for questions or comments. Please use the comments feature. Please focus on accuracy of content throughout the course.

Slide [1.1]/ Menu Title: *[Welcome]*			
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Custom top and bottom border Background image: Photographic image of office setting with a laptop on the table	[Slide Title] Interview Process [Buttons] START NAVIGATION	Welcome to the Interview Process training course. Today you will be learning about the four steps in the interview process and the 4 interviewing strategies in order to increase the quantity and quality of prospective new hires. This course will take approximately 20 minutes. If you are familiar with the course navigation player, click start to begin. If you would like some guidance with navigating the course, please click the navigation button. When you're ready, let's get started!	The Start button will fly in from the bottom right with VO narration. The Navigation button will fly in from the bottom left with VO narration. Learner can click start or navigation to begin.

Slide [1.2]/ Menu Title: *[Navigtion]*			
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Player shows menu on left Background image same as slide 1.1	[Slide Title] Navigation [Slide Text] Callouts: Previous Next	Before we begin, let's take a few minutes to review the course player. This will familiarize you with navigating the course. If you already feel comfortable with finding your way around	Callout shapes (arrows or something similar) with text labels will fly in from the top following motion paths with timed VO narration where they will point to the defined buttons on the course player.

| Callout shapes with labels point to player features (callout shapes can be similar to those shown) | Accessibility
Volume
Replay/Play
Seek Bar
Pause
Menu
Resources

Click Next to continue | you may click next at any time to proceed to the next slide.

Click the previous or next buttons to go forward or backward throughout the course. Accessibility options are located here. To adjust the volume, click the volume control icon. Click the replay button to see the entire slide again. You can also pause the slide at any time using this button. To resume play, click the same button again. You can also pause or adjust the seek bar at any time to review a portion of the slide. To revisit a slide use the menu on the left. Finally, you can click the resources tab to access a condensed review of the course. | |

Slide [1.3]/ Menu Title: *[Workplace Scenario]*			
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Custom top and bottom border Background image: Same as slide 1.2 3 avatars will appear on the screen. Each avatar will have a conversing pose.	[Slide Title] Workplace Scenario [Slide Text] (Recruiter - Darla) I have 2000 employees to screen and interview but there is no clear interviewing process in	(Darla) (1)I have 2000 employees to screen and interview but there is no clear interviewing process in place and there are no defined job skills that I need to look for. (Wendy)	VO narration will be timed with the thought and callout bubbles when appearing on the slide. Slide begins with avatars Darla, Wendy, and Linda conversing about the interview process.

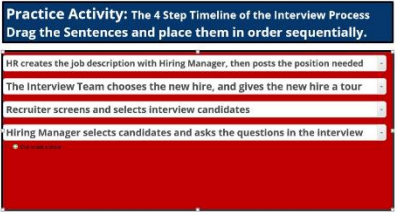|			
	place and there are no defined job skills that I need to look for. (HR Interviewer – Wendy) I feel like we need an interview process that would be more efficient and effective for all stakeholders. (Hiring Manager – Linda) I think that's a great idea! With all of us working together, we can come up with an interview process and interview strategies to help us in retaining more qualified employees. Click Next to continue	(2)I feel like we need an interview process that would be more efficient and effective for all stakeholders. (Linda) (3)I think that's a great idea! With all of us working together, we can come up with an interview process and some interview strategies to help us in retaining more qualified employees.	Each avatar will be facing one another offset on the left and right sides of the slides. Each avatar will have a conversing pose. Callout shapes track their conversation with text timed with VO narration to come on and off the screen. The next button will be hidden on this slide until the timeline ends when it will reappear on the course player. Jump to slide 1.4 when learner clicks next.

Slide [1.4]/ Menu Title: *[Objectives]*			
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Custom top and bottom border Background image: Same as slide 1.2 3 avatars will appear on the screen. Each avatar will have a conversing pose.	[Slide Title] Objectives [Slide Text] 1. Arrange the four-step timeline in the interview process 2. Identify the 4 interview strategies	At VisionTech we want our new employees to feel welcome and important. The interview process is the first impression of our company. Therefore, VisionTech has established a process and some strategies to aid our interview team.	Slide begins with Narration VO narration will be timed with the objectives appearing on the screen. The next button will be hidden on this slide until the timeline

| | Click Next to Continue | So today you are going to learn the four-step timeline in the interview process.

You will also be able to identify the 4 interview strategies. | ends when it will reappear on the course player.

Jump to slide 2.1 when learner clicks next. |

Slide [2.1]/ Menu Title: *[4-Step Timeline]*		Objective: [1]	
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Custom top and bottom border

Background is a color chosen from the color palette.

4 Step Interview Process

HR will define the job description

Recruiters will select and screen the applicants

Interview team will tour new hire

Hiring manager and interview team conduct interview

1 2 4 3 | [Slide Title]
4-Step Timeline

[Slide Text]
Infographic Job Aid
1.Human Resources (HR) will define the job. HR will create the job description with the skills needed, and duties the candidate will need to perform.
2.The recruiter will use the job description to screen and select the candidates that meet the job criteria.
3.The Hiring Manager will conduct the interviews and ask technical questions to determine who is the best candidate.
4.The Interview Team will select the new hire, give the tour and make the introductions. | Narration:
VisionTech has streamlined the interview process to make it more efficient and effective when hiring new employees. In this infographic you will be able to see the role that each person plays in this process. | This slide begins with the narration. The infographic will fly in from the bottom when you hear the narrator say "In this infographic you will be able to see the role that each person plays in this process. "

When the learner clicks the 1 on the infograph a hotspot will take the learner to Layer 1. |

	Click Next to continue		
Layer 1 Custom top and bottom border Background image: Same as slide 1.2 Infographic is smaller in the upper left-hand corner.	[Slide Title] Step 1 [Slide Text] - HR will meet with Hiring Manager - List of qualifications will be created - HR will post the job listing	(Narration): This is the first step in the interview process. In this step, Human Resources will meet with the hiring manager to define the job and prepare a job description with all the necessary skills and duties the candidate will need for the position. Then the HR Interviewer will create the job posting for the company.	When the learner clicks the 1 on the Infographic on base layer a hotspot will take the learner to Layer 1. Bullets fade in with audio When the timeline ends on this slide, the layer is hidden and returns to the base layer.
Layer 2 Custom top and bottom border Background image: Same as slide 1.2 Infographic is smaller in the upper left-hand corner.	[Slide Title] Step 2 [Slide Text] - Recruiter selects qualified applicants - Recruiter screens applicants by phone - Recruiter schedules interviews with the Hiring Manager	(Narration): This is the second step in the interview process. During this step it will be the responsibility of the recruiter to select applications and screen each candidate. The recruiter will then contact the Hiring Manger to schedule interviews with the qualified applicants.	When the learner clicks the 2 on the Infographic on base layer a hotspot will take the learner to Layer 2. Bullets fade in with audio When the timeline ends on this slide, the layer is hidden and returns to the base layer.
Layer 3 Custom top and bottom border Background image: Same as slide 1.2 Infographic is smaller in the upper left-hand corner.	[Slide Title] Step 3 [Slide Text] - Interview team conducts interview - Team discusses and selects qualified candidate	(Narration): This is the third step in the interview timeline. In this step, it is the role of the hiring manager and interview team to conduct interviews from the pool of qualified applicants that the recruiter has already identified. The team will then	When the learner clicks the 3 on the Infographic on base layer a hotspot will take the learner to Layer 3. Bullets fade in with audio

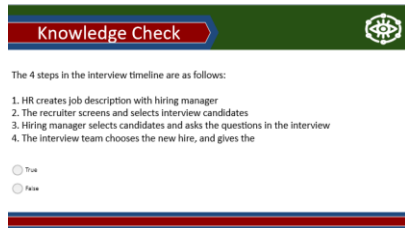|	- Candidate offer made within 24-48 hours	select the qualified candidate who they feel would best fit the position. An offer will be made within 24-48 hours.	When the timeline ends on this slide, the layer is hidden and returns to the base layer.
Layer 4 Custom Top and bottom border Background image: Same as slide 1.2 Infographic is smaller in the upper left-hand corner.	[Slide Title] Step 4 [Slide Text] - New employee visit scheduled - Tour hosted by Interview team - Additional staff introduced at time	(Narration): The fourth and final step of the process is making our new employees feel welcome by inviting them for a tour. Human Resources, the recruiter, and the hiring manager will all come together to give the tour and introduce the new hires to our staff. The team will also answer any questions to make the new hire feel valued.	When the learner clicks the 4 the Infographic on base layer a hotspot will take the learner to Layer 4. Bullets fade in with audio When the timeline ends on this slide, the layer is hidden and returns to the base layer.

Slide [2.2]/ Menu Title: *[Practice Activity]*		Objective: [1]	
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Custom Top and bottom border Background will be Background image will be photographic image of a workplace as seen in slide 1.2. **Practice Activity:** The 4 Step Timeline of the Interview Process Drag the Sentences and place them in order sequentially. HR creates the job description with Hiring Manager, then posts the position needed The Interview Team chooses the new hire, and gives the new hire a tour Recruiter screens and selects interview candidates Hiring Manager selects candidates and asks the questions in the interview	[Slide Title] Practice Activity [Slide Text] The 4 step timeline of the Interview Process Drag the Sentence and place them in order sequentially.	Narration: The 4 step timeline of the Interview Process Drag the Sentence and place them in order sequentially.	When the timeline starts the VO will play. The Learner will drag each sentence to put the activity in the correct order. Then click the submit button. Jump to slide 2.3 when learner clicks next.

Slide [2.3]/ Menu Title: *[Workplace Scenario]*		Objective: [1]	
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Custom top and bottom border Background image: Office photo Same as slide 1.2 3 avatars will appear on the screen. Each avatar will have a conversing pose.	[Slide Title] Workplace Scenario [Slide Text] (Recruiter - Darla) I am so excited about this timeline. My role is now defined and I know exactly what I'm supposed to do. (HR Interviewer – Wendy) I agree! Creating a job description will really help to identify the qualified candidates too. (Hiring Manager – Linda) I really think this timeline is going to help us all be more efficient and speed up the process! Click Next to continue	(Recruiter - Darla) I am so excited about this timeline. My role is now defined and I know exactly what I'm supposed to do. (HR Interviewer – Wendy) I agree! Creating a job description will really help to identify the qualified candidates too. (Hiring Manager – Linda) I really think this timeline is really going to help us all be more efficient and speed up the process!	Slide begins with avatars Darla, Wendy, and Linda conversing about the interview process. Each avatar will be facing one another offset on the left and right sides of the slides. Each avatar will have a conversing pose. Callout shapes track their conversation with text timed with VO narration to come on and off the screen. The next button will be hidden on this slide until the timeline ends when it will reappear on the course player. Jump to slide 2.4 when learner clicks next.

Slide [2.4]/ Menu Title: *[Knowledge Check]*		Objective: [1]	
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Custom top and bottom border	[Slide Title] Knowledge Check	Narration: Let's check your knowledge before we move on.	When the timeline begins on this slide the question flies in from the bottom of the slide then the

Background image: Same photograph of office space as seen on slide 1.1 Knowledge check question will appear as true/false question with white background. Knowledge Check The 4 steps in the interview timeline are as follows: 1. HR creates job description with hiring manager 2. The recruiter screens and selects interview candidates 3. Hiring manager selects candidates and asks the questions in the interview 4. The interview team chooses the new hire, and gives the ○ True ○ False Question: **True** or False? The 4 steps in the interview timeline are as follows: 1. HR creates job description with hiring manager 2. The recruiter screens and selects interview candidates 3. Hiring manager selects candidates and asks the questions in the interview 4. The interview team chooses the new hire, and gives the tour.	[Slide Text] Click on each correct answer that applies **True** or False? The 4 steps in the interview timeline are as follows: *Answer choices appear here:* 1. HR creates job description with hiring manager 2. The recruiter screens and selects interview candidates 3. Hiring manager selects candidates and asks the questions in the interview 4. The interview team chooses the new hire, and gives the tour. Click the submit button to continue	Click the submit button once you have answered the question. **True** or False? The 4 steps in the interview timeline are as follows:	answers fly in from the bottom of the screen. There is a correct feedback layer and an incorrect feedback layer to this slide. The correct layer (2.4a) will be shown with feedback if the user clicks the correct answer. The incorrect layer (2.4b) will be shown with feedback given if the learner clicks on the incorrect answers. The learner will be given two attempts.

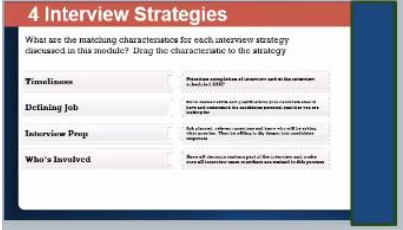|			
Slide 2.4a Correct Feedback Layer	[Slide Title] Knowledge Check [Slide Text] Correct! That's right! You selected the correct response. HR creates job description with hiring manager, the recruiter screens and selects interview candidates, the hiring manager selects candidates and asks the questions in the interview, and then the interview team chooses the new hire, and gives the tour. Continue	Narration:	Since the correct response was selected the learner will see a rectangle appear on the slide that says: Correct! That's right! You selected the correct response. HR creates job description with hiring manager, the recruiter screens and selects interview candidates, the hiring manager selects candidates and asks the questions in the interview, and then the interview team chooses the new hire, and gives the tour. The learner will click continue to move on to the next slide.
Slide 2.4b Correct Feedback Layer	[Slide Title] Knowledge Check [Slide Text] Incorrect!	Narration:	Since the incorrect response was selected the learner will see a rectangle appear on the slide that says:

	You did not select the correct response. Remember, HR creates job description with hiring manager, the recruiter screens and selects interview candidates, the hiring manager selects candidates and asks the questions in the interview, and then the interview team chooses the new hire, and gives the tour. Continue		Incorrect! You did not select the correct response. Remember, HR creates job description with hiring manager, the recruiter screens and selects interview candidates, the hiring manager selects candidates and asks the questions in the interview, and then the interview team chooses the new hire, and gives the tour. The learner will click continue to go back to the base layer slide 2.4 to answer the question again. If the learner gets the question wrong again, they will not have another attempt.

Slide [3.1]/ Menu Title: *[4 Strategies for Interviewing]*		Objective: [2]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Custom top and bottom border Background image: Same photograph of office space as seen on slide 1.1 This slide is an accordion with 4 tabs Tabs are vertical rectangles and colors will be chosen from the color palette. Tabs will be labeled	[Slide Title] Interview strategies [Slide Text] 4 Strategies and why they are important. Timeliness, Defining the Job, Preparing for the Interview, Interview Participants will be placed into the state of each	Narration: All companies need to hire people from time to time. However, how a candidate is interviewed is often an afterthought. To hire and retain the best people, you need an interviewing strategy. This accordion goes into detail about the four most important strategies to have in place for an interview process to successful.	Player Prev/Next hidden when timeline begins and return to normal when the state of each accordion tab has been visited. Accordion tab cannot be closed until audio complete on each tab layer. The accordion will automatically close at the end of the layer's timeline.

Timeliness, Defining the Job, Preparing for the Interview, Interview Participants. Each tab will have progressively darkening transparency from 15% - 45% transparency. The visual display with the transparency settings makes each tab distinguishable. Each accordion tab will have a visited state once tab is closed.	parallelogram as will the relevant icon for each strategy	Click on each tab to reveal additional information.	Jump to slide 3.2 when user clicks Next When the user clicks the number 1, the accordion will open to Layer 1. When the user clicks the number 2, the accordion will open to Layer 2. When the user clicks the number 3, the accordion will open to Layer 3. When the user clicks the number 4, the accordion will open to Layer 4.
Layer 1 Custom top and bottom border	Timeliness • Don't waste the applicant's time • Applicants have other opportunities • Quick decision shows courtesy	When it comes to scheduling the interview, timeliness needs to be a priority. Get the candidate in, interview them, and a decision within 24-48 hours.	The accordion will automatically close at the end of the layer's timeline. VO will be timed with bullet points flying in.
Layer 2 Custom top and bottom border	Defining the Job • Know what you want • Know exactly what you are looking for • Define the skills before the interview	Knowing what skills and qualifications an applicant must possess is essential to ensure each candidate is qualified. The job description must be written and prepared in advance.	The accordion will automatically close at the end of the layer's timeline. VO will be timed with bullet points flying in.

Layer 3 Custom top and bottom border	Preparing for the Interview • Ask planned, relevant questions • Know who will be asking what question • Be willing to dig deeper into candidates' response	This is the hard part. To be prepared means to know every question you're going to ask the candidate in advance of the interview. If you are not prepared, you are wasting the candidate's time.	The accordion will automatically close at the end of the layer's timeline. VO will be timed with bullet points flying in.
Layer 4 Custom top and bottom border	Interview Participants • Have all decision makers part of the interview • Make sure all interview team members are trained in this process	Deciding who is in the interview is important. Ensure all key players are involved in this step. The trained interviewer must be knowledgeable of the subject matter and be able to ask questions pertinent to the job. They also must be able to know that the answer given is correct.	The accordion will automatically close at the end of the layer's timeline. VO will be timed with bullet points flying in.

Slide [3.2]/ Menu Title: *[Practice Activity]*		Objective: [2]	
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Custom top and bottom border Background photo same as slide 1.2 **Question -** What are the matching characteristics for each interview strategy discussed in this module? Drag the characteristic to the strategy	[Slide Title] Let's Practice 1 Timeliness - Prioritize completion of interview and get the interview scheduled ASAP 2 Defining Job - Know desired skills and qualifications your candidate should have and understand the candidates'	Narration: Let's take a moment and see if we can identify the 4 interview strategies discussed in this module and what are the important characteristics of each. Answer the following question by dragging the characteristic over to match the strategy. What are the matching characteristics for each interview	When the timeline begins on this slide the question flies in from the bottom of the slide then the answers fly in from the bottom of the screen. There is a correct feedback layer (3.2a) and an incorrect feedback layer(3.2b) to this slide. The learner will be given unlimited attempts.

4 Interview Strategies What are the matching characteristics for each interview strategy discussed in this module? Drag the characteristic to the strategy — Timeliness — Defining Job — Interview Prep — Who's Involved	personal qualities you are looking for\n\n3 Interview Prep - Ask planned, relevant questions and know who will be asking what question. Then be willing to dig deeper into candidates' responses\n\n4 Who's Involved - Have all decision makers part of the interview and make sure all interview team members are trained in this process	strategy discussed in this module?	Correct feedback states: That's right! You did a great job identifying the important characteristics of our interview strategies.\nIncorrect feedback states: Sorry, you did not select the correct response. Give it another try.

Slide [3.3]/ Menu Title: *[Workplace Scenario]*		Objective: [2]	
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Custom top and bottom border\n\nBackground image: Same as slide 1.2	[Slide Title]\nWorkplace Scenario\n\n[Slide Text]\n(HR Interviewer - Wendy)\nThis training has been great. I think it's really important that we are all on the same page when it comes to conducting a timely and quality interview.\n\n(Recruiter - Darla)	Narration:\n(HR Interviewer - Wendy)\nThis training has been great. I think it's really important that we are all on the same page when it comes to conducting a timely and quality interview.\n\n(Recruiter - Darla)\nI agree! I feel a lot less overwhelmed knowing that we are now part of a well-trained	Slide begins with avatars Darla, Wendy, and Linda conversing about the 4 interview strategies. Each avatar will be facing one another offset on the left and right sides of the slide.\n\nEach avatar will have a conversing pose.\n\nCallout shapes track their conversation with text timed

I agree! I feel a lot less overwhelmed knowing that we are now part of a well-trained team, have a specific list of technical skills to be looking for in our candidate and have our ducks all in a row when it comes to interview questions for our candidate. (Hiring Manager - Linda) - I am so happy to know that I am not going to be the only person asking questions from now on. I usually do fine with the technical questions, but now I have you two to help with the personality and culture questions. We make a great team!	team, have a specific list of technical skills to be looking for in our candidate and have our ducks all in a row when it comes to interview questions for our candidate. (Hiring Manager - Linda) - I am so happy to know that I am not going to be the only person asking questions from now on. I usually do fine with the technical questions, but now I have you two to help with the personality and culture questions. We make a great team!	with VO narration to come on and off the screen. Jump to slide 4.1 when user clicks next.

Slide [4.1]/ Menu Title: *[Summary]*		Objective: [#]	
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Custom top and bottom border Background image: Same as slide 1.2 2 rectangular boxes • Box 1 will have the 4 step interview timeline	[Slide Title] Review [Slide Text] 4 Step Interview Timeline • Human Resources • Recruiter • Hiring Manager • Interview Team	Narration: Interviewing is difficult, but it is extremely important to VisionTech that interviews are completed in an efficient, and consistent way. Implementing our 4 step interviewing timeline and 4 key strategies will ensure the	Next button is hidden when timeline begins and returns to normal when the audio completes . Animation and highlighting of text as VO refers to each bullet point.

• Box 2 will have the 4 interviewing strategies	4 Interview Strategies
	    • Timeliness
	    • Defining the Job
	    • Preparing for the Interview
	
	Click Next to continue
		onboarding of the quality of candidates.
		
		Let's take a few minutes to review these 2 important concepts you have learned in this training.
		
		The 4-Step Interview process is key for identifying the roles and responsibilities of each team member as well as provide a timeline for these steps to be completed.
		
		It is important that first the hiring manager meets with HR interview personnel to define the job and create a list of qualifications.
		
		Once the job is posted, the recruiter will use this list to select and screen qualified applicants. They will then contact the hiring manager to schedule interviews.
		
		The hiring manager will gather the interview team, conduct the interview, discuss, and select the most qualified candidate and a job offer will be made. During new hires first day, interview
			Jump to slide 4.2 when user clicks next.

| | | team will guide facility tour and introduce rest of staff.

The 4 interview strategies reviewed are vital to a successful interview process. We must schedule and complete the interview in a timely fashion to secure top candidates.

It is also important to predetermine the skills needed and have a job description in place to make sure the applicants chosen are qualified for the position.

When interviewing the candidates we need to create a positive experience and be prepared with relevant questions.

We must keep in mind who is involved in the process and have all trained decision makers part of the interview.

Focusing on these two goals, will set us apart from the competition and make us the company we want to become. | |
|---|---|---|---|

Slide [4.2]/ Menu Title: *[Intro to Assessment]*		Objective: [#]	
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Custom top and bottom border

Background photo | [Slide Title]
Assessment Instructions

[Slide Text]
• Let's check your understanding of what you have learned throughout this course.
• The assessment contains 5 questions.
• You must score at least an 80% on the quiz to pass.
• The assessment is not timed and you may take it as many times as needed to get a passing score.

Good Luck!

Click Next to continue to the Assessment | Let's check your understanding of what you have learned throughout this course. The assessment contains 5 questions. You must score at least an 80% on the quiz to pass. The assessment is not timed and you may take it as many times as needed to get a passing score. Good Luck!

Click Next when you are ready. | When the timeline starts on this slide each bulleted point will display on the screen with timed VO narration.

The next button will be hidden until the timeline ends on this slide when the user will be able to click Next to move on to the quiz. |

Slide [4.3-4.7]/ Menu Title: *[Assessment]*		Objective: [#]	
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Custom top and bottom border

Color from palette is shown as background on slide. Font should be white on dark background and black on light background. | [Slide Title]
Question #1

[Slide Text]
Match the 4-step interview timeline process with the team member by dragging the | Narration:
Match the 4-step hiring process with the team member by dragging the description to match the team member label. | When this slide begins the question and answers will appear on the screen. VO narration will read the question.

When learner clicks Submit advance to next slide. |

Submit button in lower right hand corner	description to match the team member label. HR Interviewer – Create and post the job description Recruiter – Select and screen applicants Hiring Manager – Conduct interview and ask technical questions Interview Team – Select and lead the new employee and tour Click Submit when finished		
Custom top and bottom border Color from palette is shown as background on slide. Font should be white on dark background and black on light background. Submit button in lower right hand corner	[Slide Title] Question #2 [Slide Text] A hiring manager is an essential member of the interview team. Select the responsibilities of the hiring manager. Click all that apply. 1. Help HR create a job description for the position 2. Post the job listing 3. Select and screen the applicants 4. Ask the technical questions during interview	A hiring manager is an essential member of the interview team. Select the responsibilities of the hiring manager. Click all that apply.	When this slide begins the question and answers will appear on the screen. VO narration will read the question. When learner clicks Submit advance to next slide.

	5. Participate in facility tour Click Submit when finished		
Custom top and bottom border Color from palette is shown as background on slide. Font should be white on dark background and black on light background. **4 Step Interview Process** 1 2 4 3	[Slide Title] Question #3 [Slide Text] Which step in the 4 step Timeline do all Team members participate in? Click Submit when finished	Narration: Which step in the 4 step timeline do all team members participate in? Click on the correct number on the infographic then click submit when finished.	When this slide begins the question and answers will appear on the screen. VO narration will read the question.
Custom top and bottom border Color from palette is shown as background on slide. Font should be white on dark background and black on light background.	[Slide Title] Question #4 [Slide Text] **True** or False? The 4 interview strategies are: Timeliness, Defining the Job, Preparing for the Interview, Interview Participants	Narration: True or False? The 4 interview strategies are Timeliness, Defining the Job, Preparing for the Interview, Interview Participants.	When this slide begins the question and answers will appear on the screen. VO narration will read the question. When learner clicks Submit advance to next slide.

	Click Submit when finished		
Custom top and bottom border Color from palette is shown as background on slide. Font should be white on dark background and black on light background.	[Slide Title] Question #5 [Slide Text] **True** or False? Knowing the steps and strategies is important because they result in a timely, efficient, and consistent interview process. Click Submit when finished	Narration: True or False? Knowing the steps and strategies is important because they result in a timely, efficient, and consistent interview process.	When this slide begins the question and answers will appear on the screen. VO narration will read the question. When learner clicks Submit advance to next slide.

Slide [4.4]/ Menu Title: *[Results]*			
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Custom top and bottom border Color from palette is shown as background on slide	[Slide Title] Assessment Results [Slide Text] Your Score: XX% Passing Score: 80%	Narration is only on success and failure layers.	Base layer will be visible from success and failure slides. Show success layer 4.8a when timeline starts if results are equal to or greater than 80% which is the passing score. Show failure layer 4.8b when timeline starts if results are less than the passing score of 80%. Results variable reference shows the percent score that the learner achieved and the passing

			score of 80% that the learner must have in order to pass.
			Built in graded quiz variable reference displays learner score where XX appears on the slide and 80% shows the passing score where YY appears on the slide.

Slide [4.4a]/ Menu Title: [Results]

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Custom top and bottom border Color from palette is shown as background on slide	[Slide Title] Assessment Results [Slide Text] Congratulations! You Passed! XX% Review Quiz Click Next to Continue	Narration: Congratulations! You passed the assessment for the Interview Process training course . If you would like to review your answers, click on review quiz. If not, click on next to continue.	Learner has the option to review the quiz questions and answers or to click next to go to the next slide.

Slide [4.4b]/ Menu Title: [Results]

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Custom top and bottom border Color from palette is shown as background on slide	[Slide Title] Assessment Results [Slide Text] Sorry, you didn't pass!	Narration: Sorry! You didn't pass the quiz. You need at least an 80% to pass. To review the questions and your answers, click on review quiz. To	Review Quiz: shows correct/incorrect response when reviewing the questions and shows review layers on each assessment slide.

	You need at least an 80% to pass. XX% Review Quiz Retake Quiz	try the quiz again, click on retake the quiz.	Retake Quiz: resets results slide and jumps to slide 4.3

Slide [4.3-4.7]/ Menu Title: [Question #1-5] *Post Review Feedback*		Objective: [#1 & #2]	
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
(Post Review Layer) Same as slide 4.3-4.7	Same as slides 4.3-4.7 Question 1 Post Review Feedback: Remember, the responsibilities of the team members are as follows: The HR Interviewer creates and posts the job description, the recruiter selects and screens applicants, the hiring manager conducts the interview and asks technical questions, and the interview team selects and leads the new employee and tour. Question 2 Post Review Feedback: Remember the responsibilities of the hiring manager are to help create the job description, post the job listing, ask the technical	Post Review Feedback Narration: (Question 1) Remember, the responsibilities of the team members are as follows: The HR Interviewer creates and posts the job description, the recruiter selects and screens applicants, the hiring manager conducts the interview and asks technical questions, and the interview team selects and leads the new employee and tour. (Question 2) Remember the responsibilities of the hiring manager are to help create the job description, post the job listing, ask the technical questions, and participate in the tour.	Learner can click Next to advance through the review feedback on each slide.

| | questions, and participate in the tour.

Question 3
Post Review Feedback
Remember, all team members participate in the 4th step of the hiring process.

Question 4
Post Review Feedback

The 4 interview strategies are timeliness, defining the job, preparing for the interview, and interviewing the participants.

Question 5
Post Review Feedback
Remember, knowing the steps and strategies is important because they result in a timely, efficient, and consistent interview process. | (Question 3)
Remember, all team members participate in the 4th step of the hiring process.

(Question 4)
The 4 interview strategies are timeliness, defining the job, preparing for the interview, and interviewing the participants.

(Question 5)
Remember, knowing the steps and strategies is important because they result in a timely, efficient, and consistent interview process. | |

Slide [4.5]/ Menu Title: *[Congratulations]*			
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Custom top and bottom border	[Slide Title] You're Finished Congratulations!	Narration: Congratulations! You did it! You have completed the Interview Process training module. You now have the skills	Exit the course when the learner clicks the Exit button.

	You have completed the Interview Process training course Thank you for participating! Exit Click the Exit button to conclude this course	and knowledge to conduct interviews in an efficient and timely fashion. You will be a key player in the organization's process of hiring highly qualified professionals to grow our company!	