

Design Document

Mastering the Art of Interviewer Collaboration PART 2

<i>Business Purpose</i>	Our company is in line to recruit and hire 2000 new members of the technical team this year. We are concerned about the quality and quantity of hires we are currently obtaining due to the lack of technical training of our interviewers. We want to develop a comprehensive training that would allow all members of the HR team that are tasked with interviewing to be successful regardless of their background and experience with the positions they will be hiring. By the end of these training sessions, the hiring team will be able to have timely productive conversations to determine quality candidates to be hired.
<i>Target Audience</i>	<ul style="list-style-type: none"> ● This training is for HR interviewers who partner with hiring managers to interview potential employees.
<i>Knowledge Level</i>	<ul style="list-style-type: none"> ● Knowledge & Apply
<i>Prerequisite</i>	<p>This training will consist of two parts: eLearning and Virtual Instructional Led Training (VILT)</p> <ul style="list-style-type: none"> ● Interactive eLearning Module: Hiring Training <ul style="list-style-type: none"> ○ This module is designed to front load the majority of the information to the learner. This will allow the learners to gain the knowledge they need and time to process the information before applying it during the VILT.
<i>Training Time</i>	<ul style="list-style-type: none"> ● 60 minute seat time for the VILT
<i>Training Recommendation</i>	The VILT course will be structured for the learners to apply the information they learned from the eLearning module through scenarios and role playing activities. This will also give opportunities for discussion, review, and questions.
<i>Deliverables</i>	<ul style="list-style-type: none"> ● 1 VILT Course <ul style="list-style-type: none"> ○ Prerequisite: eLearning Module - Hiring Training eLearning Module ○ PowerPoint Presentation ○ The following methods will be employed at various places in the course: <ul style="list-style-type: none"> ■ Demonstration ■ Discussion ■ Game-based Review ■ Role Playing Scenarios ● Resource linked on Module <ul style="list-style-type: none"> ○ Follow Up Questions PDF ○ Candidate Scoring Rubric PDF
<i>Learning Objectives (LO)</i>	<p>By the end of this module, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Define the stages of the interview process 2. Match who is responsible for each stage of the interview process 3. Sort interview questions by their type 4. Identify the legal guidelines all employees must follow while interviewing 5. Expand on an interviewee's response to dig deeper into their skills

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	<p>6. Utilize the scoring rubric to evaluate potential candidate interview responses</p>
<i>ILT Training Outline</i>	<ul style="list-style-type: none"> ● Introductions ● Learning Objectives Overview ● Training Agenda <ul style="list-style-type: none"> ○ Review of eLearning Course ○ Dig Deeper with Follow-up Questions ○ Attributes of a Quality Candidate ○ Utilizing the Scoring Rubric ○ Reflection of Practice ● Game-based review of Learning Objectives (LO) 1-4 that were covered in the eLearning module. (LO 1-4 Review) <ul style="list-style-type: none"> ○ Roles and Responsibilities: Matching Quiz Questions ○ Legal Parameters: True/False Questions ○ Types of Questions: Multiple Choice Questions ○ Interview Process: Identify Part of the Flowchart ● Digging Deeper with Follow-up Questions (LO #5) <ul style="list-style-type: none"> ○ Overview of each: Clarification, Behavioral Probing, Problem Solving, Motivation and Fit, Future Oriented ○ Breakout Room Practice with Partners ● Attributes of a Quality Candidate <ul style="list-style-type: none"> ○ Video ○ Group brainstorm of desired candidate qualities and what it looks/sounds like in an interview. ○ Audience Poll ● Scoring Rubric <ul style="list-style-type: none"> ○ Overview of each section of the scoring rubric: Skills and Qualifications, Communication and Interpersonal Skills, Problem Solving and Critical Thinking, Cultural Fit and Adaptability, Enthusiasm and Future Potential ○ Breakout Room Practice in Threes ● Reflection <ul style="list-style-type: none"> ○ Individual reflection time of the learning objectives ● Congratulations and Time for Questions
<i>Assessment Plan</i>	<p>Completion of VILT Course</p> <ul style="list-style-type: none"> ● Participation of VILT Online Review Game ● Participation of Breakout Room Practice Sessions ● Participation of Role Playing Scenarios with the use of Scoring Rubric
<i>Evaluation of Success</i>	<ul style="list-style-type: none"> ● Vacant positions are filled in a timely manner. ● Quality candidates are hired per manager survey.