

Mastering the Art of Interviewer Collaboration PART 2

VILT Facilitators Guide

Producer: Pre-work	<ul style="list-style-type: none"> There is a breakout room activity scheduled for this session on Slide 14 and 24 (page ?? of this guide.) Collaborate with the Facilitator to decide if participants should be put into specific groups or if the groups can be chosen at random. On Slide 14 they will need to be divided into pairs. On Slide 2 they will need to be in groups of 3-4.
	<ul style="list-style-type: none"> There will be a video played (Slide 16), two QR codes to scan (Slide 6 & 17). Make sure to test these activities before starting the VILT.
	<ul style="list-style-type: none"> The participants will need to download two resources before the VILT starts. Make sure they are available in the employee portal under digital resources.


Facilitator Pre-Work:	<ul style="list-style-type: none"> This is part 2 of a blended learning experience. All participants must complete the eLearning Module “Mastering the Art of Interviewer Collaboration PART 1” before beginning this virtual course.
	<ul style="list-style-type: none"> This guide was developed for the purposes of delivering this course via Zoom, but it can also be used for a in-person classroom training with the following considerations: <ul style="list-style-type: none"> Breakout room activities will need to be adapted to fit the classroom environment. Questions will be made directly to learners, rather than by using polling tools/chat box
	<ul style="list-style-type: none"> This session contains a breakout room activity, where participants will need to be divided into partners and groups of three. Collaborate with the Producer about whether you feel those groups should be formed a certain way or if the Producer can make them at random.
	<ul style="list-style-type: none"> Open the PowerPoint file associated with this guide
	<ul style="list-style-type: none"> Share the PowerPoint application and ensure that the <i>Zoom Attendees</i> and <i>Chat</i> panels are visible
	<ul style="list-style-type: none"> Some key talking points and questions are included in this guide but be prepared to add your own commentary and questions as well.
	<ul style="list-style-type: none"> Aim towards generating a response from the learner(s) at least once every five minutes; this will keep learners engaged and will encourage them to follow along closely. The participants may use the interactive tools such as a hand raise, thumbs up/down, and chat box.

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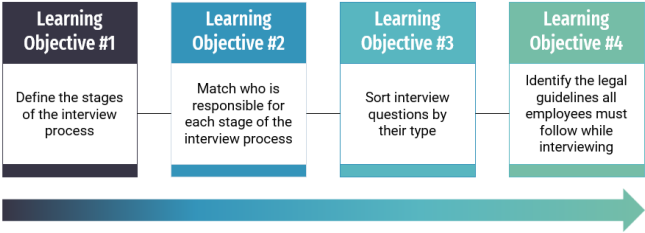
Session # 1

Slides	Approximate Timing	Topic
1-6	7 min	Introduction
7	8 min	Review
8-16	15 min	Digging Deeper with Follow-Up Questions
17-18	8 min	Attributes of a Quality Candidate
19-26	15 min	Candidate Scoring Rubric
27	5 min	Reflection
28	2 min	Closing & Questions
Total:	60 min	

Slide#) Duration	Slide	Facilitator Notes	Producer Notes
1) 2 min	<p>Pre-session Activity</p> <p>Instructions: Access VILT resources through your Employee Portal: "Online Digital Resources"</p> <p>Download resources: -Follow-Up Questions pdf -Candidate Scoring Rubric pdf</p> <p><i>These resources will be used during this VILT course.</i></p> 	<p>DO:</p> <ul style="list-style-type: none"> - Welcome learners - Introduce yourself <p>SAY:</p> <ul style="list-style-type: none"> - Remind learners that that the session will be recorded and will be available for their review 	<p>DO:</p> <ul style="list-style-type: none"> - Check for facilitator readiness <p>SAY:</p> <ul style="list-style-type: none"> - Greet early participants as needed, letting them know the session will begin shortly - Remind learners to have downloaded resources from their employee portal - Please remind everyone that they should remain muted unless called upon and to use the raise hand icon if they have questions



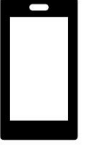
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<p>2) 1 min</p>	 <p style="text-align: center;">Mastering the Art of Interviewer Collaboration</p> <p style="text-align: center;"><small>Empowering HR Interviewers and Hiring Managers for Successful Talent Assessment</small></p>	<p>DO:</p> <ul style="list-style-type: none"> – Introduce the VILT Mastering the Art of Interviewer Collaboration: Empowering HR Interviewers and Hiring Managers for Successful Talent Assessment 	<p>DO:</p> <ul style="list-style-type: none"> – Confirm that the presentation is clearly visible. – Ensure everyone's audio and video are functioning well.
<p>3) 1 min</p>	<p style="text-align: center;">Introductions</p>  <p style="text-align: center;"> Dr. Tim Calloway Presenter Ms. Sandra Khan Presenter Mrs. Dari Kingston Technical Producer </p>	<p>DO:</p> <ul style="list-style-type: none"> – Introduce everyone and their roles during the training 	<p>SAY:</p> <ul style="list-style-type: none"> – Ensure that all participants have already completed the eLearning Modules PART 1
<p>4) 1 min</p>	<p style="text-align: center;">Learning Objectives</p> <p style="text-align: center;"><i>Prerequisite: Interactive eLearning Module</i></p> 	<p>DO:</p> <ul style="list-style-type: none"> – Briefly go over the previous learning objectives from the eLearning course <p>SAY:</p> <ul style="list-style-type: none"> – Remind them that these objectives were address in the pre-requisite course. 	<p>--</p>

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<p>5) 1 min</p>	<p style="text-align: center;">Learning Objectives</p> <p style="text-align: center;"><i>By the end of this virtual course, you will be able to...</i></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 150px;"> <p style="text-align: center; background-color: #333; color: white; padding: 2px;">Learning Objective #5</p> <p style="font-size: 0.8em;">Expand on an interviewee's response to dig deeper into their skills</p> </div> <div style="border: 1px solid black; padding: 5px; width: 150px;"> <p style="text-align: center; background-color: #4CAF50; color: white; padding: 2px;">Learning Objective #6</p> <p style="font-size: 0.8em;">Utilize the scoring rubric to evaluate potential candidate interview responses</p> </div> </div> <div style="text-align: center; margin-top: 10px;">  </div>	<p>DO:</p> <ul style="list-style-type: none"> - Briefly go over the learning objectives and what participants can expect to achieve. 	<p>--</p>
<p>6) 1 min</p>	<p style="text-align: center;">Training Agenda</p> <ol style="list-style-type: none"> <li style="margin-bottom: 5px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #333; color: white; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">1</div> <div style="background-color: #333; color: white; padding: 5px; border-radius: 10px;">Review of eLearning Course</div> </div> <li style="margin-bottom: 5px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #0070C0; color: white; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">2</div> <div style="background-color: #0070C0; color: white; padding: 5px; border-radius: 10px;">Dig Deeper with Follow-up Questions</div> </div> <li style="margin-bottom: 5px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #00A68A; color: white; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">3</div> <div style="background-color: #00A68A; color: white; padding: 5px; border-radius: 10px;">Attributes of a Quality Candidate</div> </div> <li style="margin-bottom: 5px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #4CAF50; color: white; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">4</div> <div style="background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px;">Utilizing the Scoring Rubric</div> </div> <li style="margin-bottom: 5px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #555; color: white; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">5</div> <div style="background-color: #555; color: white; padding: 5px; border-radius: 10px;">Reflection of Practice</div> </div> 	<p>DO:</p> <ul style="list-style-type: none"> - Present the training agenda, outlining the topics to be covered. 	<p>--</p>
<p>7) 8 min</p>	<div style="display: flex; align-items: center;">  <div style="text-align: center;"> <p>Review Information from the eLearning Module</p>  <p style="font-size: 0.8em;">Scan the QR Code with your phone and answer the questions.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px; font-size: 0.7em;"> <div style="width: 20%;"> <p>#1 Define the stages of the interview process</p> </div> <div style="width: 20%;"> <p>#2 Match who is responsible for each stage of the interview process</p> </div> <div style="width: 20%;"> <p>#3 Sort interview questions by their type</p> </div> <div style="width: 20%;"> <p>#4 Identify the legal guidelines employees must follow while interviewing</p> </div> </div>	<p>DO:</p> <ul style="list-style-type: none"> - Conduct a review game to revisit key concepts covered in the eLearning course. - Engage participants with interactive quiz questions related to the content. <p>SAY:</p> <ul style="list-style-type: none"> - Tell the participants to scan the QR code with the camera app on their phone. 	<p>DO:</p> <ul style="list-style-type: none"> - Ensure the interactive elements of the review game work smoothly.




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<p>8) 1 min</p>	<p style="text-align: center;">Digging Deeper with Follow Up Questions</p> 	<p>DO:</p> <ul style="list-style-type: none"> - Discuss the importance of follow-up questions in interviews and briefly list the 5 types of follow up questions. 	<p>--</p>
<p>9) 1 min</p>	<p style="text-align: center;">Digging Deeper with Follow Up Questions</p> 	<p>DO:</p> <ul style="list-style-type: none"> - Present on clarifying a candidate's previous responses or statement. - Provide a scenario using the example from the slide 	<p>--</p>
<p>10) 1 min</p>	<p style="text-align: center;">Digging Deeper with Follow Up Questions</p> 	<p>DO:</p> <ul style="list-style-type: none"> - Present on asking for specific examples of past behaviors or actions in certain situations. - Provide a scenario using the example from the slide 	<p>--</p>

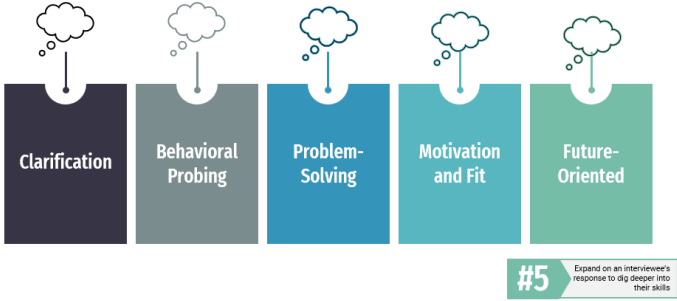

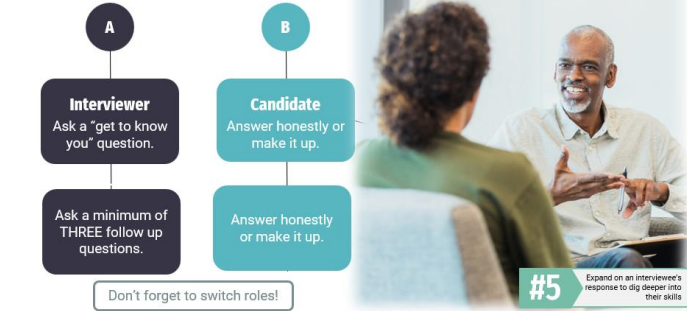
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<p>11) 1 min</p>	<p style="text-align: center;">Digging Deeper with Follow Up Questions</p>  <p>Gauge a candidate's ability to think critically and solve complex problems.</p> <p>Might involve hypothetical scenarios or real-world challenges related to the job role.</p> <p><i>Example: "How would you approach a situation where a project is falling behind schedule due to unforeseen technical issues?"</i></p> <div style="text-align: right;"> <p>#5 Expand on an interviewee's response to dig deeper into their skills</p> </div>	<p>DO:</p> <ul style="list-style-type: none"> - Present gauging a candidate's ability to think critically and solve complex problems - Provide a scenario using the example from the slide 	<p>--</p>
<p>12) 1 min</p>	<p style="text-align: center;">Digging Deeper with Follow Up Questions</p>  <p>Focus on the candidate's alignment with the company culture, values, and job role.</p> <p>Explore the candidate's motivations for applying to the position and how they see themselves fitting into the organization.</p> <p><i>Example: "What aspects of our company's mission resonate with you, and how do you envision contributing to our team?"</i></p> <div style="text-align: right;"> <p>#5 Expand on an interviewee's response to dig deeper into their skills</p> </div>	<p>DO:</p> <ul style="list-style-type: none"> - Present focusing on the candidate's alignment with the company culture, values, and job role. - Provide a scenario using the example from the slide 	<p>--</p>
<p>13) 1 min</p>	<p style="text-align: center;">Digging Deeper with Follow Up Questions</p>  <p>Explore a candidate's aspirations, goals, and potential contributions to the organization in the future.</p> <p>Gauge the candidate's long-term commitment and ambition.</p> <p><i>Example: "Where do you see yourself professionally in the next five years, and how does this role align with your career trajectory?"</i></p> <div style="text-align: right;"> <p>#5 Expand on an interviewee's response to dig deeper into their skills</p> </div>	<p>DO:</p> <ul style="list-style-type: none"> - Present exploring a candidate's aspirations, goals, and potential contribution to the organization in the future. - Provide a scenario using the example from the slide 	<p>--</p>





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<p>14) 1 min</p>	<p style="text-align: center;">Digging Deeper with Follow Up Questions</p> 	<p>SAY:</p> <ul style="list-style-type: none"> -Ask for questions 	<p>SAY:</p> <ul style="list-style-type: none"> - Ensure that all participants have downloaded the Follow-Up question pdf resource from their online employee portal. - Let them know they will be needing this for the next activity.
<p>15) 6 min</p>	<p> Breakout Room Practice</p> 	<p>DO:</p> <ul style="list-style-type: none"> - Introduce exercise for the breakout rooms. Remind the participants of the objective. <p>SAY:</p> <ul style="list-style-type: none"> - Explain that in this exercise, they will work in partners with one person as “A” and one as “B”, but they will switch have way through. - -Remind them to use their Follow Up Questions pdf for support. - Ask them to assign a spokesperson who will share out with the group. 	<p>DO:</p> <ul style="list-style-type: none"> - Put the participants in breakout rooms with a partner based on the grouping you previously discussed with the facilitators. - Address any technical issues that participants encounter. - After 3 min in the breakout room, send a message to “ALL” to switch partners.



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<p>16) 2 min</p>	<div style="text-align: center;">  <p>Share Out with the Group</p> <p>Share out one follow up question you tried with your group/partner.</p>  <p>Unmute or type in the chat.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> #5 Expand on an interviewee's response to dig deeper into their skills </div> </div>	<p>DO:</p> <ul style="list-style-type: none"> - Wait for everyone to return to the main room and greet them. <p>SAY:</p> <ul style="list-style-type: none"> - Ask all of the spokespersons to either unmute or type in the chat one of the follow-up questions their group tried. <p>DO:</p> <ul style="list-style-type: none"> - If no one wants to unmute, read aloud some of the responses from the chat. 	<p>DO:</p> <ul style="list-style-type: none"> - Ensure questions in the chat are being addressed. Remind the facilitator if any are left unanswered.
<p>17) 3 min</p>	<p>Attributes of a Quality Candidate</p> <div style="text-align: center;">  <p><i>While watching the video, start brainstorming qualities of an ideal candidate.</i></p> </div> 	<p>DO:</p> <ul style="list-style-type: none"> - Explain that they are about to watch a brief video on the attributes of a quality candidate. <p>SAY:</p> <ul style="list-style-type: none"> - Ask them to start to brainstorm what they believe are to be great attributes. 	<p>DO:</p> <ul style="list-style-type: none"> - Play the video and make sure to share the audio as well as the video screen to the participants.

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18) 3 min	<p>Attributes of a Quality Candidate</p>  <p><i>Scan the QR Code with your Phone and answer the questions.</i></p> 	<p>SAY:</p> <ul style="list-style-type: none">- Tell the participants to scan the QR code with their phone using their camera app.- Let them know this will take them to a polling website where they will answer the question: “What is the top 3 attributes you believe a quality candidate should have?”- Tell them their answers will be anonymous. <p>DO:</p> <ul style="list-style-type: none">- When the producer notifies you that all the participants have responded, they will cast the results to the group as a word cloud.- Verbally make an observation to the group that the biggest words were the words that were typed the most.	<p>DO:</p> <ul style="list-style-type: none">- Ensure the interactive elements of the poll are working smoothly.- Have the results ready to share to the participants.- Cast the results after checking in with the facilitator.
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<p>19) 1 min</p>	<p style="text-align: center;">Candidate Scoring Rubric</p>	<p>DO:</p> <ul style="list-style-type: none"> – Introduce the scoring rubric and how it will be utilized during each round of the interview process. – Guide participants through the different sections of the rubric. 	<p>--</p>
<p>20) 1 min</p>	<p style="text-align: center;">Candidate Scoring Rubric</p>	<p>DO:</p> <ul style="list-style-type: none"> – Guide participants through the different sections of the rubric. – Give focus to the difference between 1 point and 5 points. 	<p>--</p>




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<p>21) 1 min</p>	<p style="text-align: center;">Candidate Scoring Rubric</p>  <p>Communication & Interpersonal Skills</p>  <p>Communication and Interpersonal Skills (1-5 points):</p> <ul style="list-style-type: none"> •1: Candidate struggles to communicate effectively and lacks interpersonal skills. •2: Candidate's communication is somewhat unclear, and interpersonal skills need improvement. •3: Candidate communicates clearly and interacts adequately with others. •4: Candidate demonstrates excellent communication and strong interpersonal skills. •5: Candidate excels in communication and fosters positive relationships effortlessly. <p style="text-align: right;">#6 Utilize the scoring rubric to evaluate potential candidate interview responses</p>	<p>DO:</p> <ul style="list-style-type: none"> - Guide participants through the different sections of the rubric. - Give focus to the difference between 1 point and 5 points. 	<p>--</p>
<p>22) 1 min</p>	<p style="text-align: center;">Candidate Scoring Rubric</p>  <p>Problem Solving & Critical Thinking</p>  <p>Problem-Solving and Critical Thinking (1-5 points):</p> <ul style="list-style-type: none"> •1: Candidate struggles to think critically and solve problems effectively. •2: Candidate's problem-solving skills are limited and need development. •3: Candidate shows satisfactory problem-solving and critical thinking abilities. •4: Candidate demonstrates strong problem-solving skills and consistently thinks critically. •5: Candidate showcases exceptional problem-solving and innovative thinking skills. <p style="text-align: right;">#6 Utilize the scoring rubric to evaluate potential candidate interview responses</p>	<p>DO:</p> <ul style="list-style-type: none"> - Guide participants through the different sections of the rubric. - Give focus to the difference between 1 point and 5 points. 	<p>--</p>
<p>23) 1 min</p>	<p style="text-align: center;">Candidate Scoring Rubric</p>  <p>Cultural Fit & Adaptability</p>  <p>Cultural Fit and Adaptability (1-5 points):</p> <ul style="list-style-type: none"> •1: Candidate does not align with company values and lacks adaptability. •2: Candidate's cultural fit is questionable, and adaptability needs improvement. •3: Candidate fits reasonably well with company culture and shows adaptability. •4: Candidate aligns well with company culture and demonstrates adaptability. •5: Candidate seamlessly integrates with company culture and adapts effectively. <p style="text-align: right;">#6 Utilize the scoring rubric to evaluate potential candidate interview responses</p>	<p>DO:</p> <ul style="list-style-type: none"> - Guide participants through the different sections of the rubric. - Give focus to the difference between 1 point and 5 points. 	<p>--</p>



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<p>24) 1 min</p>	<div style="text-align: center;"> <h4>Candidate Scoring Rubric</h4>  </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <p>Enthusiasm & Future Potential</p>  </div> <div style="width: 65%;"> <p>Enthusiasm and Future Potential (1-5 points):</p> <ul style="list-style-type: none"> •1: Candidate lacks enthusiasm and displays minimal future potential. •2: Candidate's enthusiasm is limited, and future potential is uncertain. •3: Candidate exhibits enthusiasm and demonstrates reasonable future potential. •4: Candidate's enthusiasm is evident, and future potential is promising. •5: Candidate radiates enthusiasm and possesses exceptional future potential. </div> </div> <div style="text-align: right; margin-top: 10px;"> <p>#6 Utilize the scoring rubric to evaluate potential candidate interview responses</p> </div>	<p>DO:</p> <ul style="list-style-type: none"> - Guide participants through the different sections of the rubric. - Give focus to the difference between 1 point and 5 points. 	<p>SAY (At the completion of the slide)</p> <ul style="list-style-type: none"> - Ensure that all participants have downloaded the Follow-Up question pdf resource from their online employee portal. - Let them know they will be needing this for the next activity.
<p>25) 7 min</p>	<div style="text-align: center;"> <h4>Breakout Room Practice</h4>  </div> <div style="text-align: right; margin-top: 10px;"> <p>#6 Utilize the scoring rubric to evaluate potential candidate interview responses</p> </div>	<p>DO:</p> <ul style="list-style-type: none"> - Introduce exercise for the breakout rooms. Remind the participants of the objective. <p>SAY:</p> <ul style="list-style-type: none"> - Explain that in this exercise, they will work in groups of three with one person as “A”, one as “B”, and one as “C” but they will switch have way through. - -Remind them to use their Follow Up Questions pdf and the Scoring Rubric pdf for support. - Ask them to assign a spokesperson who will share out with the group. 	<p>DO:</p> <ul style="list-style-type: none"> - Put the participants in breakout rooms with a partner based on the grouping you previously discussed with the facilitators. - Address any technical issues that participants encounter. - After about 2 min in the breakout room, send a message to “ALL” to switch partners. - After about 4-5 min in the breakout room, send a message to “ALL” to switch partners.

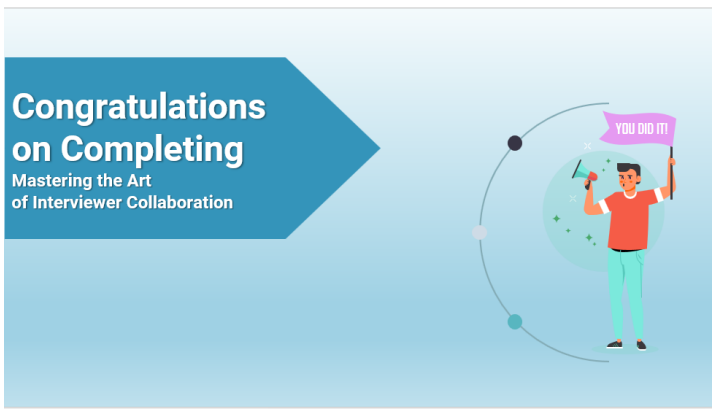
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<p>26) 2 min</p>	<div style="text-align: center;">  <p>Share Out with the Group</p> <p>Share out about your group's experience using the scoring rubric.</p> <p>Umute or type in the chat.</p> <p>#6 Utilize the scoring rubric to evaluate potential candidate interview responses.</p> </div>	<p>DO:</p> <ul style="list-style-type: none"> - Wait for everyone to return to the main room and greet them. <p>SAY:</p> <ul style="list-style-type: none"> - Ask all of the spokespersons to either unmute or type in the chat one of the follow-up questions their group tried. <p>DO:</p> <ul style="list-style-type: none"> - If no one wants to unmute, read aloud some of the responses from the chat. 	<p>DO:</p> <ul style="list-style-type: none"> - Ensure questions in the chat are being addressed. Remind the facilitator if any are left unanswered.
<p>27) 5 min</p>	<div style="text-align: center;"> <p>Time to Reflect</p> <p>Take a moment to reflect on the objectives we covered in both the eLearning course and today's virtual course.</p>  </div>	<p>DO:</p> <ul style="list-style-type: none"> - Briefly go over the 6 topics on the slide and the importance of reflection. - Give the participants 2-3 minutes to reflect silently. <p>SAY:</p> <ul style="list-style-type: none"> - Tell the group that this is the end of the course and now it is time to reflect on what they have learned. - Let the participants know they can write on their own to reflect and that it will not be turned in. 	<p>--</p>

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28) 2 min	 <p>Congratulations on Completing Mastering the Art of Interviewer Collaboration</p> <p>YOU DID IT!</p>	<p>DO:</p> <ul style="list-style-type: none">- Summarize the main takeaways from the training. <p>SAY:</p> <ul style="list-style-type: none">- Thank participants for their active participation and engagement.- Open the floor for questions and address any inquiries.	<p>DO:</p> <ul style="list-style-type: none">- Ensure questions in the chat are being addressed. Remind the facilitator if any are left unanswered.
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