Design Document
Hitting an Interview Homerun

Business Purpose	- Company XYZ is expanding and will need to hire 50 employees to fill the technical positions that will be created. Prior interview practices have had less than desirable results with company dissatisfaction in the quantity and quality of new hires. - Company XYZ has identified key interviewing strategies for training HR interviewers. Training for hiring managers has not been requested, however they are part of the interview process. The strategy does not address the lack of technical knowledge by newer HR interviewers. - Company XYZ does not provide technical training. - The purpose of this training is to train HR interviewers to interview prospective employees effectively and efficiently. - This training will result in the following outcomes: - Streamlined interview process decreasing hiring time. - Increase in the quality of each new hire's skills and improved business acumen and culture.
Target Audience	- The target audience for this training is currently HR interviewers for the technical team. - It is recommended that hiring managers receive the same training to create a cohesive interviewing team.
Training Time	The seat time for the eLearning training will be 20 minutes, delivered in one session.
Training Recommendation	- The recommended delivery method for this training is a Level 2 interactive, scenario-based eLearning course. This recommendation is based on the following considerations: - Company XYZ is nationwide, and eLearning would be the most cost-effective and efficient method for training; and - New HR interviewers could receive training immediately. - It is recommended that hiring managers be included in the target audience with HR interviewers. - It is recommended that pre-screening of technical knowledge take place and training be provided as needed; or job aides created to assist with needed technical knowledge for the interviewer.
Deliverables	1 storyboard - Overall design directions - Visual, display, and image directions per slide - On-screen text per slide - Script per slide - Animations and interactions per slide 1 eLearning course - Developed in Articulate Storyline - Voiceover narration 1 continuing scenario 3 scenario based knowledge checks 1 final graded assessment

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Learning Objectives	• Identify proper interview strategies • Identify how to prepare for an interview • Utilize appropriate interview questions

Training Outline	**Introduction**
	• Welcome
	• Navigation
	• Scenario of HR interviewer and hiring manager are at a baseball game discussing how hard it has been to fill XYZ's current vacancies. Baseball themed avatar joins conversation and will be the course guide.
	• Learning Objectives
	• Who, What, When, and Why of Interviewing Overview
	Topic 1: What is on First
	• What are We Looking For?
	  o Fully Define the Job
	     ➢ Technology and Skills Required
	     ➢ Team Culture and Dynamic
	     ➢ Involve Entire Interview Team
	• What Will We Ask?
	  o Prepare for the Interview
	     ➢ Define Topics and Questions
	     ➢ When to Improvise
	     ➢ Personal Level Questions
	• Scenario #2: HR interviewer and hiring manager are preparing for an interview with a an applicant. The job has been defined and interviewers know what skills they are looking for in a new employee. Learner will decide on effective skill and personal questions.
	  o Knowledge Check #1
	Topic 2: Who is on 2nd
	• Who is Included in the Interview?
	  o Train the Interviewer
	  o Subject Matter Experts
	  o Decision Makers
	  o Knowledge Check #2
	Topic 3: When and Why are on 3rd
	• Timeliness
	  o Prime Applicants get Priority
	• Purpose
	  o Make the Applicant the Star

- Scenario #3: HR interviewer is sending email to schedule an interview. Learner will choose who is invited, time, and who conducts the interview.
  - Knowledge Check #3

Assessment
Results

Summary and Conclusion

Assessment Plan	**Knowledge Checks**
	    o 3 Multiple Choice questions
	    o Two attempts per questions
	    o Correct responses provided after two incorrect attempts
	    o Knowledge check exercise at the end of each section
	Assessment
	• Passing score of $\geq$ 80%
	    o Scenario Based Assessment
	    o 3 Multiple response questions
	    o 2 Drag and Drop questions
	       ➤ Correct answers revealed at end of assessment
	       ➤ Unlimited attempts to retry assessment
	       ➤ Based on Learning Objectives