

The 3P Interview Strategy - Design Document

<i>Business Purpose</i>	Company X aims to hire 2000 new members to their technical team. The interview process has been hindered by the lack of preparation, timeliness, and interviewing skills of the hiring managers and recruiters. Post-interview data shows gaps between the job description and candidate, candidates not being prioritized during the interview schedule, and unavailing conduct of interviewers during the interview. The goal is to increase an interviewer's preparedness to conduct a time-efficient interview process with meaningful questions, which will ultimately fill job positions with quality candidates and improve the perception of the company.
<i>Target Audience</i>	All hiring managers, recruiters, and other interviewers will complete this training once and then as a refresher course when needed.
<i>Training Time</i>	20 minutes
<i>Training Recommendation</i>	<ul style="list-style-type: none">• 1 eLearning course with scaffolded interactivity through scenario-based practice to reinforce how the course content should be implemented on the job and allow interviewers to complete training in different time zones and locations.• 1 Job Aid for interviewers to use as a quick reference while going through the interview cycle.
<i>Deliverables</i>	<ul style="list-style-type: none">• 1 storyboard outlining The 3P Interview Strategy training course including script.• 1 eLearning course developed in Articulate Storyline with voiceover narration.• 1 Job Aid for quick reference of the 3P Interview Strategy
<i>Learning Objectives</i>	By the end of the course, the learner will be able to... <ul style="list-style-type: none">• Identify the components of the 3P Interview Strategy.• Match candidates to an accurate job description.• Describe methods to maximize time-efficiency of the interview process.• Explain how to use appropriate questions during an interview.
<i>Training Outline</i>	<p>Introduction</p> <ul style="list-style-type: none">• Welcome• Navigation• Scenario – A Human Resources manager notices a job position has not been filled after 3 strong applicants were scheduled to interview. A review of the Post-Interview Survey data shows a qualified applicant was determined to be unqualified by an interviewer, no one from the company showed for another interview, and the third applicant accepted a job at a competing company while waiting for an interview. A colleague in Human Resources says they can help keep these situations from happening again with a better interview strategy. Course content and Knowledge Checks will be presented as a conversation between these two HR colleagues.

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	<ul style="list-style-type: none">• Course Objectives• The 3P Interview Strategy – This strategy will be emphasized throughout each topic.<ul style="list-style-type: none">○ Purpose – Hire quality candidates.○ Prepare – In advance for time-efficiency.○ Practices – Best methods and things to avoid. <p>Topic: Job Description</p> <ul style="list-style-type: none">• Define job skills needed.• Include business culture.• Match qualified candidates.• Knowledge Check <p>Topic: Timeliness</p> <ul style="list-style-type: none">• Prioritize the candidate.• Schedule all decision-makers in one interview.• Knowledge Check <p>Topic: Interview Questions</p> <ul style="list-style-type: none">• Choose questions carefully.• Interviewer conduct.• Knowledge Check <p>Conclusion</p> <ul style="list-style-type: none">• Summary• Final Evaluation• Congratulations
<i>Assessment Plan</i>	<p>5 assessment questions at the end of the eLearning course.</p> <p>Learner will have 2 attempts and must score 80% to pass.</p> <p>Questions will be created during alpha development (after storyboard/script have been fully approved).</p>