

## Module Title: The 3P Interview Strategy

**Target Audience:** All hiring managers, recruiters, and other interviewers will complete this training once and then as a refresher course when needed.

### Learning Objectives:

1. Identify the components of the 3P Interview Strategy.
2. Match candidates to an accurate job description.
3. Describe methods to maximize time-efficiency of the interview process.
4. Explain how to use appropriate questions during an interview.

**Seat Time:** 20 minutes

**Outline:** Each numbered title shows as a Scene title in the Menu. Each bullet shows as a subtopic title in the Menu.

#### 1. Introduction

- Welcome
- Navigation
- Scenario
- Objectives

#### 2. The 3P Interview Strategy

- The 3P's

#### 3. Job Description

- Purpose & Prepare
- Practices
- Knowledge Check

#### 4. Timeliness

- Overview
- Prepare & Practices
- Knowledge Check

#### 5. Interview Questions

- Purpose
- Prepare
- Practices
- Knowledge Check

#### 6. Closing

- Summary
- Assessment
- Congratulations

### Color Palette:



### Font:

Cooper Black (Headings)  
Georgia (Body)

### Avatars:

2 corporate avatars to represent Human Resource managers John and Sara.

### Resources:

Job Aid file will be created during alpha development (after storyboard/script have been fully approved).

Lists of Questions files to be supplied by company during alpha development.

**Global Comments:**

- All slides have a custom top and bottom border using custom color palette with the company logo in the top right corner. The Slide Title and Directions will appear over the top border unless otherwise noted.
- Use Classic Player in Storyline. Use Player controls except where noted. Learner cannot advance until timeline finishes on slides and layers.
- Use color palette for borders and buttons. Black font on light background; light font on dark background
- Text in [brackets] should not appear on the slide or be recorded in the narration/voice over.
- Use fade transitions for slides and fade animations for text/objects unless otherwise noted.
- Seekbar visible and controllable for learner on all slides and layers.
- Menu is Restricted but Player Navigation buttons are not restricted. (Menu should be Free during Alpha development and review cycle.)

**Directions to Reviewer:**

Please use the Review panel in Word to comment or make changes. Please keep Track Changes ON.

As you review, focus on the learner experience. Consider that the Visual/Display and Slide Text are what the learner will see on the screen and the Narration/Voiceover is what the learner will hear.

Slide [1.1]/Menu Title: Welcome			Objective: 1-4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>No top/bottom border</p> <p>Background image:</p> <p>Photographic image of virtual interview</p> <p>Course Title set in semitransparent shape overlaying the background image</p> <p>Custom Navigation and Start buttons</p>	<p>[Slide Title]</p> <p>The 3P Interview Strategy</p> <p>[Buttons]</p> <p>Navigation</p> <p>Start</p>	<p>Welcome to the 3 P Interview Strategy. In this course, you will learn how to use this interview strategy to fill job openings with qualified candidates.</p> <p>If you would like some guidance with navigating the course, click the Navigation button.</p> <p>If you are familiar with the course player, click the Start button to begin.</p>	<p>Player Navigation buttons are not visible on this slide.</p> <p>Navigation and Start buttons will fade in with Voiceover (VO) reference.</p>

Slide [1.2]/Menu Title: Navigation			Objective: none
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Player shows Menu on the left.</p> <p>Photographic image of person at a computer ready for learning; centered on slide with rounded edge; white space around image.</p> <p>Callout shapes with labels point to player features.</p>	<p>[Slide Title]</p> <p>Navigation</p> <p>[Callouts]</p> <p>Next</p> <p>Previous</p> <p>Accessibility</p> <p>Volume</p> <p>Seekbar</p>	<p>Please take a moment to review the course player so you feel comfortable navigating the course. If you know your way around, you may proceed to the next slide.</p> <p>Click Next to move to the next part of the course.</p> <p>Click Previous to go back to the previous slide.</p>	<p>Callout shapes with text labels will fade in timed with their reference in the audio.</p> <p>Callout with Next will be highlighted at the end of the timeline when referenced in the audio.</p>

	<p>Pause/Play</p> <p>Menu</p> <p>Resources</p>	<p>Accessibility options are located here.</p> <p>To adjust the Volume, click the volume icon.</p> <p>Click the replay button to see the entire slide again or adjust the seekbar at any time to review a portion of the slide.</p> <p>You can also pause the player. Click the same button again to resume play.</p> <p>You may go to any part of the course by going to the Menu on the left side of your screen. Click the part you would like to view. Clicking the arrow next to a topic in the Menu will open the list of subtopics for that section of the course. You may then click any of the subtopics you wish to view.</p> <p>Finally, click the Resources tab to find the Quick Reference Guide and Interview Question Lists to help you use the 3 P Interview Strategy.</p>	
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		When you are comfortable with the navigation tools, click the next button to start the course.	
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Slide [1.3]/Menu Title: Scenario			Objective: 1-4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Photographic image of office setting fills the background of the slide.</p> <p>John avatar stands on the left side of the slide looking down at a paper and pointing to something on it.</p> <p>Thought bubbles show John's thoughts.</p> <p>3 large horizontal rectangles following the color palette show on the right side of the slide.</p> <p>John changes from pointing to the paper to facing right with nothing in his hands.</p>	<p>[Slide Title]</p> <p>Scenario</p> <p>[John thought bubbles]</p> <p>[1] What? Why is this job position not filled? [2] I know we had 3 solid candidates for it. [3] Let me check the Post-Interview Surveys.</p> <p>[Rectangles]</p> <p>Survey 1</p> <p>Survey 2</p> <p>Survey 3</p> <p>[Directions]</p> <p>Click each box to learn more.</p>	<p>[John]</p> <p>[1] What? Why is this job position not filled?</p> <p>[2] I know we had 3 solid candidates for it.</p> <p>[3] Let me check the post-interview surveys.</p> <p>[Narrator]</p> <p>Click each box to see what John learns from the post-interview surveys.</p>	<p>Thought bubbles with text fade in and out timed with VO.</p> <p>After John says "Let me check the post-interview surveys" the 3 rectangles fade in and John turns to face right as though he is looking at the rectangles.</p> <p>Directions fade in as audio ends.</p> <p>When the learner clicks on each rectangle, the corresponding survey results layer shows.</p> <p>Rectangles must be clicked in order from top to bottom.</p> <p>Next button is disabled on this slide. Custom button on layer 1.3c will advance to slide 1.4.</p>

Slide [1.3a]/Menu Title: [hidden]			Objective: 1-4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Base layer is visible.</p> <p>Rectangle of same color overlays Survey 1 box (top) and displays text.</p>	<p>[Slide Title]</p> <p>Scenario</p> <p>[Survey 1 Rectangle]</p> <p>I was scheduled for a second interview, but it was two weeks after my first interview. I decided to take a job with another company that was ready to hire.</p>	<p>[John]</p> <p>It looks like we scheduled a second interview, which happens when one of our key decision-makers isn't at the first interview. Not having everyone scheduled for the first interview caused us to lose this candidate to a competitor.</p>	<p>Survey 2 button can be clicked after the audio ends on this layer.</p>

Slide [1.3b]/Menu Title: [hidden]			Objective: 1-4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Base layer is visible.</p> <p>Rectangle of same color overlays Survey 2 box (middle) and displays text.</p>	<p>[Slide Title]</p> <p>Scenario</p> <p>[Survey 2 Rectangle]</p> <p>The interviewer had to reschedule the interview, but then never showed at the rescheduled date and time. I want to work with a company that values me.</p>	<p>[John]</p> <p>Not keeping scheduled interviews is unprofessional and looks bad for the company. We need to show qualified applicants we want to work with them and value them.</p>	<p>Survey 3 button can be clicked after the audio ends on this layer.</p>

Slide [1.3c]/Menu Title: [hidden]			Objective: 1-4
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Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Base layer is visible.</p> <p>Rectangle of same color overlays Survey 3 box (bottom) and displays text.</p> <p>Custom button using color palette displays on the bottom right corner of slide.</p>	<p>[Slide Title]</p> <p>Scenario</p> <p>[Survey 3 Rectangle]</p> <p>The interviewer asked me an off-the-wall question about something I've never done in this field for the 10 years I've been in it. Then I was told I wasn't qualified.</p> <p>[Button]</p> <p>Click to Continue</p>	<p>[John]</p> <p>This applicant was our first pick for the position because they were so smart with a great personality. We knew this person could do the job well, but the process broke down somewhere. Ugh!</p>	<p>Button fades in when audio ends and advances to slide 1.4</p>

Slide [1.4]/Menu Title: Objectives			Objective: 1-4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Same photographic office background as 1.3.</p> <p>John avatar stands on left side of slide in frustrated pose and changes to face Sara.</p> <p>Sara avatar appears to the right of John, facing him, with a concerned pose.</p>	<p>[Slide Title]</p> <p>Objectives</p> <p>[Sara callout]</p> <p>Hi, John. You look upset. What's the problem?</p> <p>[John callout]</p>	<p>[Sara]</p> <p>Hi, John. You look upset. What's the problem?</p> <p>[John]</p> <p>Hi, Sara. I was looking at the open job list and the post-interview surveys. There's a breakdown in our interview process, so we're not getting the positions filled with the qualified</p>	<p>Sara avatar flies in from right to stand to the right of John.</p> <p>Callouts with text track the conversation, fading in and out with VO.</p> <p>John avatar changes to face Sara when he says "Hi, Sara..."</p>

<p>Callouts with text appear between the two avatars as they converse.</p> <p>Large rectangular box using color palette covers most of the right side of the screen.</p> <p>Objectives appear in box.</p> <p>Both avatars change to positive pose to face Objectives box.</p>	<p>Hi, Sara. I was looking at the open job list and the post-interview surveys. There's a breakdown in our interview process, so we're not getting the positions filled with the qualified applicants we want. I'm not sure what to do.</p> <p>[Sara callout]</p> <p>Maybe you should use the 3P Interview Strategy.</p> <p>[John callout]</p> <p>What is the 3P Interview Strategy?</p> <p>[Sara callout]</p> <p>The 3P Interview Strategy is a way to approach the interview process to make sure jobs get filled in a timely manner with quality workers. I'll tell you all about it.</p> <p>By the time we finish, you will be able to...</p>	<p>applicants we want. I'm not sure what to do.</p> <p>[Sara]</p> <p>Maybe you should use the 3 P interview strategy.</p> <p>[John]</p> <p>What is the 3 P interview strategy?</p> <p>[Sara]</p> <p>The 3 P interview strategy is a way to approach the interview process to make sure jobs get filled in a timely manner with quality workers. I'll tell you all about it. By the time we finish, you will be able to identify the components of the 3 P interview strategy, match candidates to an accurate job description, describe methods to maximize time-efficiency of the interview process, and explain how to use appropriate questions during an interview.</p> <p>[Narrator]</p> <p>Select the Next button to continue.</p>	<p>Rectangle box grows from bottom right corner as VO says "By the time we finish..."</p> <p>John and Sara change poses and face the box as it grows onto the slide.</p> <p>Objectives fade in timed with VO.</p> <p>Directions will appear in bottom right corner of the screen and fade in as the audio finishes.</p>
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	<p>[Objectives]</p> <ol style="list-style-type: none"> <li>1. Identify the components of the 3P Interview Strategy.</li> <li>2. Match candidates to an accurate job description.</li> <li>3. Describe methods to maximize time-efficiency of the interview process.</li> <li>4. Explain how to use appropriate questions during an interview.</li> </ol> <p>[Directions]</p> <p>Click Next to continue.</p>		
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Slide [2.1]/Menu Title: The 3P Interview Strategy			Objective: 1
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Image of a notebook takes up the majority of the slide.</p> <p>John avatar has a positive or neutral pose and is positioned to show about half of his body in the bottom left corner of the slide. He is turned towards the notebook as if learning.</p>	<p>[Slide Title]</p> <p>The 3P's</p> <p>[Directions]</p> <p>Click each light bulb.</p> <p>[Subtitles]</p>	<p>[Sara]</p> <p>Every business needs an interview strategy to fill job vacancies with quality workers. The 3 P's in the 3 P interview strategy stand for Purpose, Prepare, and Practices. Click each lightbulb to learn more about each P.</p>	<p>Next button is hidden until all icons have been clicked.</p> <p>Subtitles fade in with first mention in VO.</p>

<p>Sara avatar has positive or neutral expression and is positioned to show about half of her body in the bottom right corner of the slide and is gesturing to the notebook.</p> <p>3 Lightbulb icons using color palette overlay the left side of the notebook image and are distributed vertically.</p> <p>A letter P using the color palette is to the right of each lightbulb icon.</p> <p>Subtitles appear next to each P.</p> <p>Text descriptions appear under Subtitles.</p>	<p>Purpose</p> <p>Prepare</p> <p>Practices</p> <p>[Descriptions]</p> <p>[Purpose]</p> <p>-Hire multiple quality candidates.</p> <p>[Prepare]</p> <p>-In advance for time-efficiency.</p> <p>[Practices]</p> <p>-Best methods and things to avoid.</p>	<p>[Sara]</p> <p>[Purpose]</p> <p>Remember why you are interviewing. We want to hire multiple high-quality candidates.</p> <p>[Prepare]</p> <p>Remember that candidates are often applying to other companies and everyone's time is valuable. Proper preparation helps make the whole interview process time-efficient.</p> <p>[Practices]</p> <p>We want to follow best practices throughout the interview process and avoid things that keep us from the purpose of the interview.</p>	<p>Purpose description fades in and Purpose narration plays when top lightbulb icon is clicked.</p> <p>Prepare description fades in and Prepare narration plays when middle lightbulb is clicked.</p> <p>Practices description fades in and Practices narration plays when bottom lightbulb is clicked.</p>
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Slide [2.2]/Menu Title: [hidden]			Objective: 1
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Same photographic office background as 1.3.</p> <p>John avatar stands on left side of slide in positive pose facing Sara.</p>	<p>[Slide Title]</p> <p>The 3P Interview Strategy</p> <p>[John]</p> <p>The 3P Interview Strategy is exactly what we need!</p>	<p>[John]</p> <p>The 3P Interview Strategy is exactly what we need!</p> <p>[Sara]</p>	<p>Callouts with text track the conversation, fading in with VO.</p> <p>Directions fade in at the bottom right corner of the slide as audio ends.</p>

<p>Sara avatar appears to the right of John, facing him, with a positive pose.</p> <p>Callouts with text appear between the two avatars as they converse and remain on the slide.</p>	<p>[Sara]</p> <p>I thought it would be! We'll look at how we can apply the 3P Interview Strategy throughout the whole interview process. Let's start with the Job Description.</p> <p>[Directions]</p> <p>Click Next to continue.</p>	<p>I thought it would be! We'll look at how we can apply the 3 P interview strategy throughout the whole interview process. Let's start with the Job Description.</p>	
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Slide [3.1]/Menu Title: Purpose & Prepare			Objective: 2
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>A miniature version of the notebook from 1.5 with Purpose, Prepare, Practices is below the slide title.</p> <p>Sara avatar is on the left side of the slide below the notebook.</p> <p>Purpose text appears below slide banner.</p> <p>Prepare subtitle appears below Purpose text.</p>	<p>[Slide Title]</p> <p>Job Description</p> <p>Purpose:</p> <p>Determine if the candidate can perform the job satisfactorily.</p> <p>Prepare:</p> <p>[Circle]</p> <p>Job Description</p>	<p>[Sara]</p> <p>Many interviewers don't realize that the success of an interview starts way before people begin applying for the job. It is important to use the 3 P interview strategy starting with the job description. The purpose of the job description in the interview process is to determine if the candidate can perform the job satisfactorily. To hire quality workers, we must prepare the complete job description before the job is ever posted. Then, each interviewer needs to be aware of the full job description so they can hire a great match for the</p>	<p>Purpose text fades in when VO says "The purpose..."</p> <p>Prepare text fades in when VO says "To hire quality workers..."</p> <p>Circle fades in when VO says "complete job description..."</p> <p>Arrows and checkmarks fade in when VO reaches "full job description..."</p>

<p>Circle using color palette is centered in the space below Prepare subtitle.</p> <p>4 arrows point from the circle to 4 checkmark icons located below the circle (can be allocated in white space surrounding circle).</p> <p>Boxes include text under checkmark icons.</p>	<p>[Box 1]</p> <p>Job Skills</p> <ul style="list-style-type: none"> <li>• What will they need to do?</li> </ul> <p>[Box 2]</p> <p>Technology</p> <ul style="list-style-type: none"> <li>• What tools do they need to use?</li> </ul> <p>[Box 3]</p> <p>Business Culture</p> <ul style="list-style-type: none"> <li>• What traits will help them fit the team and company dynamic?</li> </ul> <p>[Box 4]</p> <p>Additional Skills</p> <ul style="list-style-type: none"> <li>• Are there any other skills they must have?</li> </ul> <p>[Directions]</p> <p>Click each checkmark to learn more.</p>	<p>company. Click each checkmark to learn what needs to be in the job description.</p>	<p>Directions fade in when VO reaches "Click each..."</p> <p>Boxes appear when use clicks each checkmark.</p> <p>Next button is hidden until all checkmarks have been clicked.</p>
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Slide [3.2]/Menu Title: Practices			Objective: 2
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>A miniature version of the notebook from 1.5 with Purpose, Prepare, Practices is below the slide title.</p> <p>Sara avatar is on the left side of the slide below the notebook.</p> <p>Practices subtitle appears below slide banner.</p> <p>2 large sticky note images are distributed across the slide to the right of Sara.</p>	<p>[Slide Title]</p> <p>Job Description</p> <p>Practices:</p> <p>[Note 1]</p> <p>Double-check the accuracy of the job description.</p> <ul style="list-style-type: none"> <li>• Job Skills</li> <li>• Technology</li> <li>• Business Culture</li> <li>• Anything else?</li> </ul> <p>[Note 2]</p> <p>Remember a smart candidate is teachable even if they don't have <i>all</i> the skills.</p> <p>[Directions]</p> <p>Click Next to continue.</p>	<p>[Sara]</p> <p>The last P of the interview strategy stands for Practices. It is best practice to double-check the accuracy of the job description before posting the job. Each interviewer needs to know what the job entails and what specific technology skills are needed for the job. Don't include skills the person will not be responsible for performing on a regular basis. Make sure the dynamic of the team and the company is included. Review the description and add any additional skills or information that will be helpful in matching a quality candidate. Also remember that a smart candidate is teachable. If an applicant does not have one or two of the skills needed to perform the job but demonstrates good collaboration and the ability to learn, they will most likely be a wonderful addition to the company. On the next slide, we will check what you've learned so far.</p>	<p>Note 1 text fades in when VO says "double-check..."</p> <p>Note 2 text fades in when VO says "Also remember..."</p> <p>Directions appear at the bottom right corner of the slide.</p>

Slide [3.3]/Menu Title: Knowledge Check			Objective: 2
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:

<p>John avatar in thinking pose on the left side of the screen.</p> <p>Rectangle with job description appears to the top left of the slide.</p> <p>2 tray images/icons using color palette are side by side at the bottom of the slide. Left tray is labeled YES and right tray is labeled NO.</p> <p>3 squares formatted the same way appear at the top right. The squares overlay each other so they are viewed one at a time. As the learner drags the top square, the next becomes visible.</p>	<p>[Slide Title]</p> <p>Knowledge Check</p> <p>Job Description:</p> <p>Developer needs to work well with a team and be knowledgeable in OO Concepts, .NET framework, C#, ASP.NET MVC, SQL Server, Entity framework, ADO.NET, WCF, Web API, and design patterns.</p> <p>[Square 1]</p> <p>Applicant 1 [YES]</p> <ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• Missing one technical skill.</li> <li>• Great work ethic and innovation.</li> </ul> <p>[Square 2]</p> <p>Applicant 2 [NO]</p> <ul style="list-style-type: none"> <li>• Meets all technical skill requirements.</li> <li>• Previous employers mention difficult attitude when working with others.</li> </ul> <p>[Square 3]</p>	<p>[Narrator]</p> <p>Help John match applicants to the job description. Drag the applicants that match to the tray marked Yes. Drag the applicants that do not match to the tray marked No.</p> <p>Click the Submit button when you are finished.</p>	<p>This slide is a drag and drop KC interaction.</p> <p>The learner will drag the squares to the trays. The state of the drag items will be hidden when the learner drops them on either target.</p> <p>Use a number variable to track the number of answers the learner gets correct.</p> <p>Submit button will show feedback layer.</p>
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	Applicant 3 [YES] <ul style="list-style-type: none"> <li>• Associate's Degree</li> <li>• Meets all technical skill requirements.</li> <li>• Friendly and positive.</li> </ul>		
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Slide [3.3a and 3.3b]/Menu Title: [hidden]			Objective: 2
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Base layer is not visible. Both correct and incorrect layers are customized the same way.</p> <p>Slide Title is centered at the top of the slide above the rest of the slide text.</p> <p>Number variable shows in feedback.</p> <p>Squares with applicant information from base layer drag items are evenly distributed across the slide under slide text.</p> <p>Checkmark icon appears below squares 1 and 3.</p> <p>X icon appears below square 2.</p>	<p>[Slide Title]</p> <p>Great Effort!</p> <p>You got [XX] out of 3 correct.</p> <p>[Copy applicant information boxes from base layer.]</p> <p>[Button]</p> <p>Continue</p>	<p>[Narrator]</p> <p>Great effort! Let's review the correct answers. Even though Applicant one does not have all of the technical skills needed, but the level of education and positive attitude show they can learn the skills as a valuable team member. Applicant two has all of the technical skills needed but does not match the business culture of collaboration and team work. Applicant three matches the job description in both technical skills and attitude. Click the Continue button to learn more about using the 3 P interview strategy in other areas of the interview process.</p>	<p>Number variable displays the number of correct answers the learner gets.</p> <p>Continue button takes learner to the next slide.</p>

Continue button appears centered below the squares and icons.			
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Slide [4.1]/Menu Title: Overview			Objective: 3
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Sara avatar is on right side of the slide.</p> <p>John avatar is on left side of the slide.</p> <p>3 chevron arrows using color palette create a flowchart diagram covering the majority of the slide between the avatars.</p> <p>Arrow labels appear at the top of each arrow.</p> <p>Text appears within each arrow.</p> <p>Directions appear at the bottom right corner of the slide.</p>	<p>[Slide Title]</p> <p>Timeliness</p> <p>[Left Arrow Label]</p> <p>Purpose</p> <p>[Left Arrow Text]</p> <p>Hire a qualified candidate.</p> <p>[Middle Arrow Label]</p> <p>Prepare</p> <p>[Middle Arrow Text]</p> <p>Schedule all people who need to be involved in one interview.</p> <p>[Right Arrow Label]</p> <p>Practices</p>	<p>[Sara]</p> <p>It is very important to consider time throughout the interview process. Applicants have other opportunities with other companies, so the purpose of timeliness is to hire a qualified candidate. To maximize time, it is important to prepare by scheduling all the people who need to be involved in one interview. We don't want to lose a candidate because they could not wait around for multiple interviews with the same information. It is always best practice to prioritize the candidate so they feel welcome, valued, and will want to work for the company.</p>	<p>Left arrow text fades in when VO reaches "so the purpose of..."</p> <p>Middle arrow text fades in when VO reaches "prepare by scheduling..."</p> <p>Right arrow text fades in when VO reaches "prioritize the candidate..."</p> <p>Directions fade in as the VO ends.</p>



	<p>[Right Arrow Text]</p> <p>Prioritize the candidate.</p> <p>[Directions]</p> <p>Click Next to continue.</p>		
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Slide [4.2]/Menu Title: Prepare & Practices			Objective: 3
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>A miniature version of the notebook from 1.5 with Purpose, Prepare, Practices is below the slide title.</p> <p>Sara avatar is on the left side of the slide below the notebook.</p> <p>2 large calendar icons/images using color palette appear to the right of Sara.</p> <p>Custom Next button uses color palette and appears in the bottom right corner of the slide.</p>	<p>[Slide Title]</p> <p>Timeliness</p> <p>[Calendar 1 button]</p> <p>Prepare</p> <p>[Calendar 2 button]</p> <p>Practices</p> <p>[Button]</p> <p>Continue to Knowledge Check</p>	<p>[Sara]</p> <p>Let's take a closer look at the Prepare and Practices part of the 3 P interview strategy as they relate to timeliness.</p> <p>[Narrator]</p> <p>Click each calendar to learn more. When you finish with this slide, you will answer a question to assess your learning.</p>	<p>Calendars are not able to be clicked until audio finishes.</p> <p>Next button is hidden on this slide.</p> <p>Clicking Prepare calendar goes to slide 4.3.</p> <p>Clicking Practices calendar goes to slide 4.4.</p> <p>Custom button appears when all parts of both slides 4.3 and 4.4 have been visited.</p> <p>Custom button goes to slide 4.5.</p>

Slide [4.3]/Menu Title: [hidden]	Objective: 3
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Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Miniature image of Calendar 1 from slide 4.2 appears under the slide title.</p> <p>Sara avatar is on the left side of the slide below the calendar.</p> <p>A large rectangle using a lightened color from the color palette appears to the right of Sara and will hold the information for each layer.</p> <p>4 small shapes appear along the bottom of the slide. These shapes are numbered 1 through 4.</p> <p>Custom button appears in bottom right corner of the slide.</p>	<p>[Slide Title]</p> <p>Prepare</p> <p>[Directions]</p> <p>Click each number.</p> <p>[Button]</p> <p>Continue</p>	<p>[Sara]</p> <p>Organizing and scheduling an interview takes preparation. Click each number to learn how to prepare for a timely interview.</p>	<p>Next button is disabled on this slide.</p> <p>Numbered shapes must be clicked in order from 1 to 4. Shape is not clickable until VO finishes on previous layer.</p> <p>Custom button is hidden until all parts of this slide have been visited and audio is finished.</p> <p>Custom button returns learner to slide 4.2.</p>

Slide [4.3a]/Menu Title: [hidden]			Objective: 3
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Base layer is visible.</p> <p>Image of group of “bosses” or a group in an interview appears on the left side of rectangle showing through base layer.</p>	<p>[Slide Title]</p> <p>Prepare</p> <p>Who is involved in making the decision to hire in this position?</p> <ul style="list-style-type: none"> <li>Hiring Manager</li> </ul>	<p>[Sara]</p> <p>First, we want to make sure anyone who has input on the hiring decision is involved in the interview. This group of interviewers will include the hiring manager and the team leader. Depending on the job, others may</p>	<p>Bullets fade in timed with VO.</p> <p>Button 2 on base layer is clickable when timeline ends on this layer.</p>

Text appears to the right of image.	<ul style="list-style-type: none"> <li>Team Leader</li> <li>Decision Approvers</li> </ul>	need to be involved to approve the decision to hire.	
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Slide [4.3b]/Menu Title: [hidden]			Objective: 3
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Base layer is visible.</p> <p>Image of brain appears on the left side of rectangle showing through base layer.</p> <p>Text appears to the right of image.</p>	<p>[Slide Title]</p> <p>Prepare</p> <p>Who knows what the job entails?</p> <ul style="list-style-type: none"> <li>Technical Aspects</li> <li>Correct/Incorrect Answers</li> <li>Variations of Possible Answers.</li> </ul>	<p>[Sara]</p> <p>Second, make sure that at least one person in the interview has a solid foundation of what the applicant will need to be able to do in the job. This person will evaluate the technical aspects of a candidate's answers to interview questions by recognizing correct and incorrect answers as well as the variations of possible answers.</p>	<p>Bullets fade in timed with VO.</p> <p>Button 3 on base layer is clickable when timeline ends on this layer.</p>

Slide [4.3c]/Menu Title: [hidden]			Objective: 3
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Base layer is visible.</p> <p>Image of eLearning training appears on the left side of rectangle showing through base layer. (Image could be a screenshot of the cover for this course.)</p> <p>Text appears to the right of image.</p>	<p>[Slide Title]</p> <p>Prepare</p> <p>Has each interviewer been trained?</p> <ul style="list-style-type: none"> <li>Use the 3P Interview Strategy.</li> <li>Remember the purpose of the interview.</li> </ul>	<p>[Sara]</p> <p>Third, make sure each interviewer has completed the training. We want each interviewer to use the 3 P interview strategy, remember the purpose of the interview, and follow best practices.</p>	<p>Bullets fade in timed with VO.</p> <p>Button 4 on base layer is clickable when timeline ends on this layer.</p>

	<ul style="list-style-type: none"> <li>Follow best practices.</li> </ul>		
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Slide [4.3d]/Menu Title: [hidden]			Objective: 3
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Base layer is visible.</p> <p>Image of large number one or hand with pointer finger pointing up appears on the left side of rectangle showing through base layer.</p> <p>Text appears to the right of image.</p>	<p>[Slide Title]</p> <p>Prepare</p> <p>When can everyone interview together?</p> <ul style="list-style-type: none"> <li>ONE interview</li> <li>As soon as possible</li> </ul>	<p>[Sara]</p> <p>Lastly, we don't want to lose a candidate by making them return for multiple interviews with different interviewers that cover the same information and questions. Figure out the best time to align all of the interviewers' schedules into one interview. Prioritize the candidate and interview as soon as possible.</p>	<p>Bullets fade in timed with VO.</p> <p>Custom Continue button on base layer is clickable when timeline ends on this layer.</p>

Slide [4.4]/Menu Title: [hidden]			Objective: 3
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Miniature image of Calendar 2 from slide 4.2 appears under the slide title.</p> <p>Sara avatar is on the left side of the slide below the calendar.</p> <p>4 interlocking gears appear to the right of Sara.</p> <p>Text appears in the center of each gear.</p>	<p>[Slide Title]</p> <p>Practices</p> <p>[Gear 1]</p> <p>The candidate is THE priority.</p> <p>[Gear 2]</p>	<p>[Sara]</p> <p>Following best practices will greatly improve the timeliness of the interview process. Click each gear to learn more.</p> <p>[Gear 1] [Sara]</p> <p>Remember the overall purpose of the interview is to hire a qualified candidate to fill the position. Candidates have other opportunities</p>	<p>Next button is disabled on this slide.</p> <p>Text fades in and remains on the slide when the corresponding gear is clicked.</p> <p>Audio for each gear is placed on a layer that hides when the audio finishes. Other gears cannot be clicked while audio is playing.</p>

<p>Custom button appears in bottom right corner of the slide.</p>	<p>Schedule at the earliest possible time.</p> <p>[Gear 3]</p> <p>Avoid rescheduling by the company.</p> <p>[Gear 4]</p> <p>Keep a scheduled interview.</p> <p>[Button]</p> <p>Continue</p> <p>[Directions]</p> <p>Click each gear.</p>	<p>with other companies. Make time to interview. The candidate is the top priority.</p> <p>[Gear 2] [Sara]</p> <p>We want candidates to know they are valuable. Schedule the interview at the earliest possible time. Then, give the candidate the hiring decision as soon as possible.</p> <p>[Gear 3] [Sara]</p> <p>It is important for the candidate to have a good perception of the company even if they don't end up working for us. Avoid rescheduling an interview from the company's side.</p> <p>[Gear 4] [Sara]</p> <p>Do not schedule anything that may hinder your ability to be present for the interview. If an emergency arises that will keep you from interviewing, communicate with the other interviewers so that a possible replacement might be found and the interview can still be timely.</p>	<p>Custom button is hidden until all parts of this slide have been visited and audio is finished.</p> <p>Custom button returns learner to slide 4.2.</p>
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Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>John avatar in thinking pose on the right side of the screen.</p> <p>The question text appears larger than the multiple response answer options, which are displayed below the question.</p>	<p>[Slide Title]</p> <p>Knowledge Check</p> <p>[Question]</p> <p>Which methods maximize time-efficiency of the interview process? (Select all that apply.)</p> <p>[Answer Choices]</p> <p>Prioritize the candidate. <b>[correct]</b></p> <p>Schedule multiple interviews.</p> <p>Train all interviewers. <b>[correct]</b></p> <p>Skip the interview if you are busy.</p> <p>Take several weeks to make a hiring decision.</p> <p>Include all decision makers in one interview. <b>[correct]</b></p>	<p>[Narrator]</p> <p>Which methods maximize the time-efficiency of the interview process? Select all that apply. Click the Submit button when you are finished.</p>	<p>When the learner clicks Submit, submit multiple response and show corresponding feedback layer.</p> <p>The learner should receive immediate feedback with Correct, Try Again, and Incorrect layers. They may have 2 attempts on the question.</p>

Slide [4.5a]/Menu Title: [hidden]			Objective: 3
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:

<p>Same visual layout for all layers 4.5a, 4.5b, 4.5c</p> <p>Feedback rectangle overlays the center of question.</p> <p>Check mark centered at the top of rectangle.</p> <p>Title centered below check mark. Title text is bold font and larger than feedback text.</p> <p>Button centered below text.</p>	<p>[Slide Title]</p> <p>Correct</p> <p>That's right! Timeliness is achieved when the candidate is prioritized, interviewers have been trained, and all decision-makers attend one interview scheduled as soon as possible.</p> <p>[Button]</p> <p>Continue</p>	<p>[No audio]</p>	<p>Button advances to slide 5.1</p>
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Slide [4.5b]/Menu Title: [hidden]			Objective: 3
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Same visual layout for all layers 4.5a, 4.5b, 4.5c</p> <p>Feedback rectangle overlays the center of question.</p> <p>X icon centered at the top of rectangle.</p> <p>Title centered below icon. Title text is bold font and larger than feedback text.</p>	<p>[Slide Title]</p> <p>Try Again</p> <p>That is incorrect. Please try again.</p> <p>[Button]</p> <p>Try Again</p>	<p>[No audio]</p>	<p>Hide the layer when button is clicked.</p>

Button centered below text.			
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Slide [4.5c]/Menu Title: [hidden]			Objective: 3
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Same visual layout for all layers 4.5a, 4.5b, 4.5c</p> <p>Feedback rectangle overlays the center of question.</p> <p>X icon centered at the top of rectangle.</p> <p>Title centered below icon. Title text is bold font and larger than feedback text.</p> <p>Button centered below text.</p>	<p>[Slide Title] Incorrect</p> <p>Something you selected is incorrect. Timeliness is achieved when the candidate is prioritized, interviewers have been trained, and all decision-makers attend one interview scheduled as soon as possible.</p> <p>[Button] Continue</p>	<p>[No audio]</p>	<p>Learner advances to slide 5.1 when the button is clicked.</p>

Slide [5.1]/Menu Title: Purpose			Objective:
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Same photographic office background as 1.3.</p> <p>John avatar stands on left side of slide in positive pose facing Sara.</p>	<p>[Slide Title] Purpose</p> <p>[John callout]</p>	<p>[John] Sara, this information is so helpful! But what about during an interview? What can we do to maximize the actual interview time?</p>	<p>Callouts and text fade in and out with conversation.</p>



<p>Sara avatar appears to the right of John, facing him, with a positive pose.</p> <p>Callouts with text appear between the two avatars as they converse.</p>	<p>Sara, this information is so helpful! But what about during the interview? What can we do to maximize the actual interview time?</p> <p>[Sara callout]</p> <p>Great question, John! We use the 3P Interview Strategy with the interview questions.</p> <p>Remember the first P stands for Purpose. As we think about interview questions, remember we want to hire qualified candidates in a timely manner.</p> <p>Let's take a look at how to prepare and what practices to use.</p>	<p>[Sara]</p> <p>Great question, John! We use the 3 P interview strategy with the interview questions. Remember the first P stands for purpose. As we think about interview questions, remember we want to hire qualified candidates in a timely manner. Let's take a look at how to prepare and what practices to use.</p> <p>[Narrator]</p> <p>Click Next to continue.</p>	
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Slide [5.2]/Menu Title: Prepare			Objective: 4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
A miniature version of the notebook from 1.5 with Purpose, Prepare, Practices is below the slide title.	<p>[Slide Title]</p> <p>Interview Questions</p>	<p>[Sara]</p> <p>Even if the job description and the timeliness of scheduling an interview is perfect, a job may not be filled by a</p>	Next button is hidden until all layers have been visited.

<p>Sara avatar is on the left side of the slide below the notebook.</p> <p>Text appears below the slide banner.</p> <p>3 large question mark icons using the color palette are distributed across the slide to the right of Sara.</p>	<p>Prepare a list of appropriate questions before the interview.</p> <p>[Directions]</p> <p>Click each question mark.</p>	<p>qualified candidate because something doesn't go right during the interview. It is important to know exactly what questions to ask during an interview. Click each question mark to learn more about how to prepare appropriate interview questions.</p>	<p>Question marks are not clickable until audio finishes on the base layer.</p>
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Slide [5.2a]/Menu Title: [hidden]			Objective: 4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Base layer is visible.</p> <p>Rectangle with text appears below left question mark.</p> <p>Arrow points to Resources tab.</p>	<p>[Slide Title]</p> <p>[from base layer]</p> <p>Interview Questions</p> <p>Prepare a list of appropriate questions before the interview.</p> <p>[Rectangle]</p> <p>Use a question list.</p> <ul style="list-style-type: none"> <li>• Avoid small talk.</li> <li>• Ask questions related to specific job title.</li> </ul>	<p>[Sara]</p> <p>Prepare for an interview with a question list. Avoid extended small talk about the weather, sports, and hobbies. Focus on asking questions related to the specific job title. Use the question lists in the Resources as a good starting point.</p>	<p>Rectangle and text have horizontal random bars animation.</p> <p>Arrow flies in from the right of the slide when VO reaches "Use the question lists..."</p> <p>Learner may click another question mark once audio finishes on this layer.</p>

Slide [5.2b]/Menu Title: [hidden]			Objective: 4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Base layer is visible.</p> <p>Rectangle with text appears below middle question mark.</p>	<p>[Slide Title]</p> <p>[from base layer]</p> <p>Interview Questions</p> <p>Prepare a list of appropriate questions before the interview.</p> <p>[Rectangle]</p> <p>Choose questions carefully.</p> <ul style="list-style-type: none"> <li>• Relevant to job</li> <li>• Indicative of knowledge</li> </ul>	<p>[Sara]</p> <p>Once you have the question list, choose questions from the list carefully. There is no reason to ask a question about something the applicant would not be expected to know on the job. Choose questions that will indicate the level of knowledge the applicant has. Some questions have a sequential nature so that others may be eliminated. For example, say a candidate needs to know about SQL Server. Asking a question about the purpose of a left order join will eliminate the need to ask a question about inner joins if the candidate answers correctly.</p>	<p>Rectangle and text have horizontal random bars animation.</p> <p>Learner may click another question mark once audio finishes on this layer.</p>

Slide [5.2c]/Menu Title: [hidden]			Objective: 4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Base layer is visible.</p> <p>Rectangle with text appears below right question mark.</p> <p>Arrow points to Resources tab.</p>	<p>[Slide Title]</p> <p>[from base layer]</p> <p>Interview Questions</p> <p>Prepare a list of appropriate questions before the interview.</p>	<p>[Sara]</p> <p>Every interview should have a few questions that help determine if the candidate is a good fit for the company. Choose from the Business Culture question list included in the resources to learn more about the work ethic and personality of the candidate. After an interview, the</p>	<p>Rectangle and text have horizontal random bars animation.</p> <p>Arrow flies in from the right when VO reaches "Choose from the business culture..."</p>

	<p>[Rectangle]</p> <p>Include a few questions that will indicate if the candidate is a good fit for the business acumen and culture.</p>	<p>company should have a good understanding of how the candidate may or may not work with the current employees.</p>	<p>Learner may click another question mark once audio finishes on this layer or click Next if all layers have been visited.</p>
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Slide [5.3]/Menu Title: Practices			Objective: 4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>A miniature version of the notebook from 1.5 with Purpose, Prepare, Practices is below the slide title.</p> <p>Sara avatar is on the left side of the slide below the notebook.</p> <p>Text appears under the slide banner.</p> <p>Directions appear at the bottom right corner of the slide.</p>	<p>[Slide Title]</p> <p>Interview Questions</p> <p>Practices:</p> <ul style="list-style-type: none"> <li>• Distribute questions evenly among the interviewers.</li> <li>• Avoid asking the candidate to perform difficult tasks on the spot.</li> <li>• Improvise while being mindful of the purpose.</li> </ul> <p>[Directions]</p> <p>Click Next to continue.</p>	<p>[Sara]</p> <p>The behavior of the interviewers often determines the success or failure of an interview. Remember the purpose of the interview questions is to hire a qualified candidate in a timely manner. The interview is not the place to compete with fellow interviewers by asking sequentially harder questions. After questions have been chosen from the question lists, distribute the questions evenly among the interviewers.</p> <p>Avoid questions that require a candidate to perform a difficult task on the spot. For example, coding takes time and opportunity to think without pressure. An interview is not the proper setting for a coding test.</p>	<p>Distribute bullet fades in when VO says "After questions have been..."</p> <p>Avoid bullet fades in when VO says "Avoid questions..."</p> <p>Improvise bullet fades in when VO says "improvise to dig..."</p> <p>Directions fade in as audio ends.</p> <p>Next button is hidden until audio finishes.</p>

		<p>Sometimes a candidate will say something that indicates they may have deeper knowledge or skills than what was needed to answer the interview question. Listen for these responses and be willing to improvise to dig a little deeper into the candidate's skills while still being mindful of the overall purpose of the interview questions.</p> <p>Everyone should leave an interview with the ability to comfortably decide if the candidate will be able to do the job and be a good addition to the team.</p> <p>On the next slide, you will answer a question to assess your learning. Click next when you are ready.</p>	
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Slide [5.4]/Menu Title: Knowledge Check			Objective: 4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>John avatar in thinking pose on the right side of the screen.</p> <p>The question text appears larger than the multiple choice answer options, which are displayed below the question.</p>	<p>[Slide Title]</p> <p>Knowledge Check</p> <p>[Question]</p>	<p>[Narrator]</p> <p>What is the best way to use interview questions to fill a job position? Click the Submit button when you are finished.</p>	<p>When the learner clicks Submit, submit multiple choice and show corresponding feedback layer.</p> <p>The learner should receive immediate feedback with Correct, Try Again, and Incorrect layers.</p>

	<p>What is the best way to use interview questions to fill a job position?</p> <p>[Answer Choices]</p> <p>Ask a harder question than the other interviewers.</p> <p>Talk about the candidate's hobbies in depth.</p> <p>Choose questions from the lists provided by the company. <b>[correct]</b></p> <p>Present a job task for the candidate to perform immediately.</p>		They may have 2 attempts on the question.
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Slide [5.4a]/Menu Title: [hidden]			Objective: 4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Same visual layout for all layers 5.4a, 5.4b, 5.4c</p> <p>Feedback rectangle overlays the center of question.</p>	<p>[Slide Title]</p> <p>Correct</p> <p>That's right! Using a list of relevant questions during an interview will help fill the</p>	<p>[No audio]</p>	<p>Button advances to slide 6.1</p>

Check mark centered at the top of rectangle.	job position with a qualified candidate.		
Title centered below check mark. Title text is bold font and larger than feedback text.	[Button] Continue		
Button centered below text.			

Slide [5.4b]/Menu Title: [hidden]			Objective: 4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Same visual layout for all layers 5.4a, 5.4b, 5.4c</p> <p>Feedback rectangle overlays the center of question.</p> <p>X icon centered at the top of rectangle.</p> <p>Title centered below icon. Title text is bold font and larger than feedback text.</p> <p>Button centered below text.</p>	<p>[Slide Title] Try Again</p> <p>That is incorrect. Please try again.</p> <p>[Button] Try Again</p>	<p>[No audio]</p>	<p>Hide the layer when button is clicked.</p>

Slide [5.4c]/Menu Title: [hidden]			Objective: 4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:

<p>Same visual layout for all layers 5.4a, 5.4b, 5.4c</p> <p>Feedback rectangle overlays the center of question.</p> <p>X icon centered at the top of rectangle.</p> <p>Title centered below icon. Title text is bold font and larger than feedback text.</p> <p>Button centered below text.</p>	<p>[Slide Title] Incorrect</p> <p>It is best to use a list of relevant questions during an interview to fill the job position with a qualified candidate.</p> <p>[Button] Continue</p>	<p>[No audio]</p>	<p>Learner advances to slide 6.1 when the button is clicked.</p>
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Slide [6.1]/Menu Title: Summary			Objective: 1-4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Same photographic office background as 1.3.</p> <p>John avatar stands on left side of slide in positive pose. Avatar changes to thinking pose then excited pose.</p> <p>Sara avatar appears to the right of John, facing him, with a positive pose.</p> <p>Callouts with text appear between the two avatars as they converse.</p>	<p>[Slide Title] Summary</p> <p>[Sara] Well, John, what do you think?</p> <p>[John] The 3P Interview Strategy is awesome! Let me see if I can recall the main points.</p>	<p>[Sara] Well, John, what do you think?</p> <p>[John] The 3 P Interview Strategy is awesome! Let me see if I can recall the main points. The 3 P Interview Strategy focuses on Purpose, Prepare, and Practices to hire multiple quality candidates to fill job positions in a timely manner. We need to start with an accurate job description that includes the technical skills as well as</p>	<p>John changes to thinking pose when VO reaches "Let me see if..."</p> <p>John changes to excited pose when VO says "great summary..."</p> <p>Directions fade in as audio finishes.</p>



<p>Directions appear in the bottom right corner of the screen.</p>	<p>The 3P Interview Strategy focuses on Purpose, Prepare, and Practices to hire multiple quality candidates to fill job positions in a timely manner.</p> <p>We need to start with an accurate job description that includes the technical skills as well as work personality that matches the team.</p> <p>Everyone involved in the hiring decision needs to attend the first interview, and the candidate needs to be top priority.</p> <p>And interviewers should choose appropriate questions from the company's list for the specific job so we can making a good hiring decision soon after the interview.</p>	<p>work personality that matches the team. Everyone involved in the hiring decision needs to attend the first interview, and the candidate needs to be top priority. And interviewers should choose appropriate questions from the company's list for the specific job so we can making a good hiring decision soon after the interview. How did I do?</p> <p>[Sara]</p> <p>That was a great summary, John! I think you've got it!</p>	
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	<p>How did I do?</p> <p>[Sara]</p> <p>That was a great summary, John! I think you've got it!</p> <p>[Directions]</p> <p>Click Next to continue.</p>		
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Slide [6.2]/Menu Title: Assessment			Objective: 1-4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>John avatar has a positive pose and is positioned to show about half of his body in the bottom left corner of the slide. He is turned towards the assessment instructions.</p> <p>Sara avatar has positive pose and is positioned to show about half of her body in the bottom right corner of the slide and is turned towards the assessment instructions.</p> <p>Text instructions appear in the center of the slide.</p>	<p>[Slide Title]</p> <p>Assessment</p> <p>You will answer 5 questions.</p> <p>Some questions will be multiple choice with only one correct answer. In other questions, you will select multiple correct checkboxes.</p> <p>You have 2 attempts to pass this quiz.</p>	<p>[Narrator]</p> <p>It's time to assess what you have learned. You will answer five questions. Some questions will be multiple choice with only one correct answer. In other questions, you will select multiple correct checkboxes. This quiz will be graded and the score will be shared with your employer. You have two attempts to pass this quiz. You must get at least four questions correct to score eighty percent to pass. When you are ready, click the "Take the Quiz" button.</p>	<p>Next button is hidden.</p> <p>Button fades in when VO reaches "When you are ready..."</p> <p>Clicking the button advances to question 1 on 6.3.</p>

Button is centered below text instructions.	<p>You must get at least 4 questions correct to score 80% to pass.</p> <p>[Button]</p> <p>Take the Quiz</p>		
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Slide [6.3]/Menu Title: [hidden]			Objective: 1
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Assessment slides 6.3, 6.4, 6.5, 6.6, and 6.7 all have the same layout and formatting.</p> <p>The question text appears larger than the multiple response answer options, which are displayed below the question.</p> <p>Directions appear to the right of the Slide Title.</p>	<p>[Slide Title]</p> <p>Question 1</p> <p>[Directions]</p> <p>Select all correct answers and submit.</p> <p>[Question]</p> <p>Why is it important to use the 3P Interview Strategy?</p> <p>[Answer Choices]</p> <p>Keep good employees.</p> <p>Hire qualified candidates.</p> <p><b>[correct]</b></p> <p>Make a profit.</p>	<p>[Narrator]</p> <p>Why is it important to use the 3P Interview Strategy?</p>	<p>Score by question with 1 attempt for each quiz question.</p> <p>Results slide 6.8; graded quiz slide – multiple response.</p> <p>When learner clicks Submit, submit multiple response and advance to the next slide.</p> <p>Immediate feedback should not be given. Feedback will be available from the Results slide Review button.</p>

	<p>Increase productivity.</p> <p>Be prepared to interview. <b>[correct]</b></p> <p>Present business concepts to customers.</p> <p>Use best practices. <b>[correct]</b></p>		
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Slide [6.3a]/Menu Title: [hidden]			Objective: 1
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Review layers 6.3a, 6.4a, 6.5a, 6.6a, 6.7a will have the same layout.</p> <p>Base layer showing the question and correct answer indicated is visible.</p> <p>Rectangle using color from palette shows at the bottom right corner of slide.</p>	<p>[Slide Title]</p> <p>Question 1</p> <p>[Feedback]</p> <p>The 3P Interview Strategy includes Purpose, Prepare, and Practices.</p>	<p>[No audio]</p>	<p>Learner can click Next to advance through review feedback.</p>

Slide [6.4]/Menu Title: [hidden]			Objective: 2
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Assessment slides 6.3, 6.4, 6.5, 6.6, and 6.7 all have the same layout and formatting.</p> <p>The question text appears larger than the multiple response answer options,</p>	<p>[Slide Title]</p> <p>Question 2</p> <p>[Directions]</p>	<p>[Narrator]</p> <p>What needs to be included in an accurate job description?</p>	<p>Score by question with 1 attempt for each quiz question.</p> <p>Results slide 6.8; graded quiz slide – multiple response.</p>

<p>which are displayed below the question.</p> <p>Directions appear to the right of the Slide Title.</p>	<p>Select all correct answers and submit.</p> <p>[Question]</p> <p>What needs to be included in an accurate job description?</p> <p>[Answer Choices]</p> <p>Technical Skills <b>[correct]</b></p> <p>Business Skills <b>[correct]</b></p> <p>Business Culture <b>[correct]</b></p>		<p>When learner clicks Submit, submit multiple response and advance to the next slide.</p> <p>Immediate feedback should not be given. Feedback will be available from the Results slide Review button.</p>
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Slide [6.4a]/Menu Title: [hidden]			Objective: 2
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Review layers 6.3a, 6.4a, 6.5a, 6.6a, 6.7a will have the same layout.</p> <p>Base layer showing the question and correct answer indicated is visible.</p> <p>Rectangle using color from palette shows at the bottom right corner of slide.</p>	<p>[Slide Title]</p> <p>Question 2</p> <p>[Feedback]</p> <p>An accurate job description will include anything a person will be need to perform the job successfully, including technical skills, business skills, and information about</p>	<p>[No audio]</p>	<p>Learner can click Next to advance through review feedback.</p>

	the business or team culture.		
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Slide [6.5]/Menu Title: [hidden]			Objective: 2
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Assessment slides 6.3, 6.4, 6.5, 6.6, and 6.7 all have the same layout and formatting.</p> <p>The question text appears larger than the multiple response answer options, which are displayed below the question.</p> <p>Directions appear to the right of the Slide Title.</p>	<p>[Slide Title]</p> <p>Question 3</p> <p>[Directions]</p> <p>Select the correct answers and submit.</p> <p>[Question]</p> <p>Which of the following would be considered a qualified candidate for a job?</p> <p>[Answer Choices]</p> <p>Has all the technical skills needed but does not collaborate within a team</p> <p>Educated and personable but lacks one technical skill <b>[correct]</b></p>	<p>[Narrator]</p> <p>Which of the following would be considered a qualified candidate for a job?</p>	<p>Score by question with 1 attempt for each quiz question.</p> <p>Results slide 6.8; graded quiz slide – multiple response.</p> <p>When learner clicks Submit, submit multiple response and advance to the next slide.</p> <p>Immediate feedback should not be given. Feedback will be available from the Results slide Review button.</p>

	Able to perform necessary tasks and works well with others <b>[correct]</b>		
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Slide [6.5a]/Menu Title: [hidden]			Objective: 2
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Review layers 6.3a, 6.4a, 6.5a, 6.6a, 6.7a will have the same layout.</p> <p>Base layer showing the question and correct answer indicated is visible.</p> <p>Rectangle using color from palette shows at the bottom right corner of slide.</p>	<p>[Slide Title]</p> <p>Question 3</p> <p>[Feedback]</p> <p>A qualified candidate will be able to perform the job satisfactorily through the necessary skills and working collaboratively. If a skill is missing, education should be considered as gaps in skill may be easily learned on the job.</p>	<p>[No audio]</p>	<p>Learner can click Next to advance through review feedback.</p>

Slide [6.6]/Menu Title: [hidden]			Objective: 3
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Assessment slides 6.3, 6.4, 6.5, 6.6, and 6.7 all have the same layout and formatting.</p> <p>The question text appears larger than the multiple choice answer options,</p>	<p>[Slide Title]</p> <p>Question 4</p> <p>[Directions]</p>	<p>[Narrator]</p> <p>What method maximizes the time-efficiency of the interview process?</p>	<p>Score by question with 1 attempt for each quiz question.</p> <p>Results slide 6.8; graded quiz slide – multiple choice.</p>

<p>which are displayed below the question.</p> <p>Directions appear to the right of the Slide Title.</p>	<p>Select the answer and submit.</p> <p>[Question]</p> <p>What method maximizes the time-efficiency of the interview process?</p> <p>[Answer Choices]</p> <p>Reschedule an interview if one decision maker cannot keep the meeting.</p> <p>Schedule all decision makers for the first interview. <b>[correct]</b></p> <p>Interview the candidate on multiple dates with different decision makers.</p>		<p>When learner clicks Submit, submit multiple choice and advance to the next slide.</p> <p>Immediate feedback should not be given. Feedback will be available from the Results slide Review button.</p>
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Slide [6.6a]/Menu Title: [hidden]			Objective: 3
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Review layers 6.3a, 6.4a, 6.5a, 6.6a, 6.7a will have the same layout.</p>	<p>[Slide Title]</p> <p>Question 4</p> <p>[Feedback]</p>	<p>[No audio]</p>	<p>Learner can click Next to advance through review feedback.</p>



<p>Base layer showing the question and correct answer indicated is visible.</p> <p>Rectangle using color from palette shows at the bottom right corner of slide.</p>	<p>The candidate is top priority. Schedule all decision makers for the first interview as soon as possible.</p>		
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Slide [6.7]/Menu Title: [hidden]			Objective: 4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Assessment slides 6.3, 6.4, 6.5, 6.6, and 6.7 all have the same layout and formatting.</p> <p>The question text appears larger than the multiple choice answer options, which are displayed below the question.</p> <p>Directions appear to the right of the Slide Title.</p>	<p>[Slide Title]</p> <p>Question 5</p> <p>[Directions]</p> <p>Select the answer and submit.</p> <p>[Question]</p> <p>How should questions be used during an interview?</p> <p>[Answer Choices]</p> <p>Prepare a list of carefully chosen questions for the specific job description. <b>[correct]</b></p>	<p>[Narrator]</p> <p>How should questions be used during an interview?</p>	<p>Score by question with 1 attempt for each quiz question.</p> <p>Results slide 6.8; graded quiz slide – multiple choice.</p> <p>When learner clicks Submit, submit multiple choice and advance to the next slide.</p> <p>Immediate feedback should not be given. Feedback will be available from the Results slide Review button.</p>

	<p>Increase the difficulty of questions to see how the candidate deals with pressure.</p> <p>Ask the candidate to perform a detailed, necessary job task during the interview.</p> <p>Explore topics such as hobbies, sports, and music.</p>		
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Slide [6.7a]/Menu Title: [hidden]			Objective: 4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Review layers 6.3a, 6.4a, 6.5a, 6.6a, 6.7a will have the same layout.</p> <p>Base layer showing the question and correct answer indicated is visible.</p> <p>Rectangle using color from palette shows at the bottom right corner of slide.</p>	<p>[Slide Title]</p> <p>Question 4</p> <p>[Feedback]</p> <p>Use the company question lists to carefully choose appropriate questions to ask during an interview to hire a qualified candidate in a timely manner.</p>	<p>[No audio]</p>	<p>Learner can click Next to advance through review feedback.</p>

Slide [6.8]/Menu Title: [hidden]			Objective: 1-4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:

<p>Rectangle behind text uses a color from palette.</p> <p>Line under Score uses a color from the palette.</p> <p>Show percent only. Do not show points.</p>	<p>[Slide Title] Quiz Results</p> <p>YOUR SCORE</p> <p>[XX%]</p> <p>PASSING SCORE: [YY]%</p>	<p>[Audio on layers only.]</p>	<p>Layer 6.8a shows when timeline starts if score percent is equal to or greater than the passing percent.</p> <p>Layer 6.8b shows when timeline starts if score percent is below the passing percent.</p>
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Slide [6.8a]/Menu Title: [hidden]			Objective: 1-4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>Base layer is visible.</p> <p>John and Sara avatars are standing with thumbs up or excited pose on either side of the slide.</p> <p>Results variable shows the percent score only. Do not show points.</p> <p>Checkmark icon above text uses color from color palette.</p> <p>Score percent shows in same color as checkmark.</p> <p>Buttons appear below score box.</p>	<p>[Slide Title] Quiz Results</p> <p>Nice job, you passed!</p> <p>[XX%]</p> <p>[Buttons]</p> <p>Review Quiz</p> <p>Continue</p>	<p>Nice job, you passed! If you would like to view the quiz questions and answers, click Review Quiz. When you are ready to move on, click the continue button.</p>	<p>Review Quiz button takes learner to feedback layers of quiz questions. Show correct/incorrect responses when reviewing.</p> <p>Continue button advances to next slide.</p>

Slide [6.8b]/Menu Title: [hidden]			Objective: 1-4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:

<p>Base layer is visible.</p> <p>John and Sara avatars have disappointed or concerned pose on either side of the slide.</p> <p>Results variable shows the percent score only. Do not show points.</p> <p>X icon above text uses color from color palette.</p> <p>Score percent shows in same color as X icon.</p> <p>Buttons appear below score box.</p>	<p>[Slide Title] Quiz Results</p> <p>Sorry, you didn't pass.</p> <p>[XX]%</p> <p>[Buttons]</p> <p>Review Quiz</p> <p>Retry Quiz</p>	<p>Sorry, you did not pass. Click the Review Quiz button to receive feedback on each quiz question. You have one attempt remaining to pass the quiz. When you are ready, click the Retry Quiz button.</p>	<p>Review Quiz button takes learner to feedback layers of quiz questions. Show correct/incorrect responses when reviewing.</p> <p>Retry Quiz button resets quiz results and takes learner to Question 1 on slide 6.3</p>
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Slide [6.9]/Menu Title: Congratulations			Objective: 1-4
Visual/Display:	Slide Text:	Narration/Voiceover:	Animation/Interaction:
<p>No top/bottom border</p> <p>Video of handshake plays; final frame of interlocked hands stays on the slide.</p> <p>Slide title and text appears center-aligned in semitransparent shape overlaying the background image (final video frame)</p> <p>Custom button uses color palette.</p>	<p>[Slide Title]</p> <p>Congratulations!</p> <p>You have completed the course.</p> <p>The 3P Interview Strategy</p> <p>[Button]</p> <p>Exit</p>	<p>Congratulations! You have completed the course The 3 P Interview Strategy. Now you can apply the strategy to hire multiple qualified candidates to fill open job positions in a timely manner. Click the Exit button to exit this course.</p>	<p>Video not controlled by learner.</p> <p>Exit button exits the course.</p>