

# Design Document- XYZ Company Interview Training

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<i>Business Purpose</i>	XYZ company needs to strengthen their team by 2000 new members in the coming year. Interviews in the recent past have not been going well due to a lack of communication, preparedness, and perspective. To effectively recruit and interview candidates for the technical team in the coming year, XYZ Company will need to properly train their hiring managers and recruiters to conduct strong interviews and ultimately hire great team members. Hiring managers need to know what they want more specifically, utilize everyone's time efficiently, ask relevant questions, and keep in mind the overall purpose of a good interview which will result in new hires that bring strength to the team! To fulfill 165 new hires a month over the next year nationwide, XYZ company will utilize this training to provide the needed information and practice for a strong and productive interview.
<i>Target Audience</i>	XYZ Company HR employees, recruiters, and hiring managers from the technical department around the USA
<i>Training Time</i>	20 minutes
<i>Training Recommendation</i>	<p>An e-learning module with engaging visuals and interaction. This allows flexibility for employees' schedules and locations given that they are all over the USA. Also, given the average age of 35, learners will have easy access to devices to take this training and instinctive knowledge of using e-Learning training.</p> <ul style="list-style-type: none"><li>○ Includes an avatar-led variety of interactivity, like scenarios, drag and drop, and matching activities and, a knowledge check and final assessment</li></ul>
<i>Deliverables</i>	<ol style="list-style-type: none"><li>1. Storyboard and script</li><li>2. e-Learning course, developed in Storyline<ul style="list-style-type: none"><li>● Human avatar (HR manager)</li><li>● Voice-over narration</li><li>● Real-life scenarios to maintain relevance</li><li>● Various interactive activities</li><li>● 2 assessments (knowledge check and final quiz)</li></ul></li><li>3. Job Aid PDF related to effective interview questions</li></ol>
<i>Learning Objectives</i>	<p>By the end of this course, learners will be able to</p> <ol style="list-style-type: none"><li>1. Explain effective ways to prepare for an interview.</li><li>2. Identify productive use of time during the interview for everyone involved.</li><li>3. Create an interviewing strategy with relevant interview questions and ways to improvise as needed.</li></ol>

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## *Training Outline*

### 1. Introduction

- Welcome to the course and brief statement about the purpose
- Navigation
- Learning Objectives

### 2. Being Prepared- LO #1

- Remember the purpose
  - Avatar introduces the interview process and gives focus to the task of a good interview.
- Start with the end in mind
  - Interactive presentation on technical, corporate culture, interpersonal/communication, and business skills needed
- Knowledge check: multiple choice questions related to the purpose of a good interview

### 3. Time is of the essence LO #2

- Your time, their time
  - Timeline or calendar graphic to show typical productive use of time during the interview and a timely follow-up afterward.
    - Intros, general, specific, office tours, meet-greet
    - follow up
- Get to the point
  - Scenario-based interaction with the passage of time and time efficiency.
    - Not too much time focused on one area

### 4. Questions, Answers and Extra Info LO #3

- Topics and subtopics of questions
  - Interactive slide to sort relevant and irrelevant question types
    - Don't focus on one type of question or go off-topic
    - Eliminate details you can infer the candidate already knows from other answers
- Questions that lead to understanding more
  - Notepad graphic to present types of questions that reveal strengths or weaknesses in a candidate
    - no coding
    - no checklist that one has to conform to
- Improvisation needed
  - Scenario presented by avatar and learner "chooses adventure" for which improv question is more effective and productive
    - one sheds light on personality
    - one is too general and not productive

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	<p>5. Intro to Assessment</p> <p>6. Summary of course learning objectives</p> <p>7. Conclusion and congratulations on completing the course</p>
<i>Assessment Plan</i>	<p>Knowledge Check after Being Prepared section</p> <ul style="list-style-type: none"><li>○ Multiple choice about purpose of a good, well-prepared interview</li><li>○ 2 attempts allowed</li><li>○ Not graded</li><li>○ Review slide with correct answers shown if needed to reinforce learning back to LO#1</li></ul> <p>Final Quiz/Assessment</p> <ul style="list-style-type: none"><li>○ 5 graded questions aligned with learning objectives- questions will directly link to information provided in each section to recognize, identify and distinguish</li><li>○ 80% to pass: must answer 4 out of 5 correct</li><li>○ Each question link directly to the LOs and content throughout the course</li><li>○ Multiple-choice and multiple answer formats</li><li>○ Unlimited attempts to retake quiz</li><li>○ Opportunity to review the quiz before retry</li><li>○ If passing score achieved, continue on to complete the course</li><li>○ Questions will be written during the development of the eLearning course and after the storyboard and script have been fully approved.</li></ul>