

Structured Interview Training (S.I.T.)

Target Audience: HR staff and hiring managers involved in recruiting and interviewing candidates for the technical team.

Learning Objectives:

1. Define a structured interview and describe its benefits.
2. Describe the key components of preparing for an interview.
3. Outline the steps for conducting a structured interview.



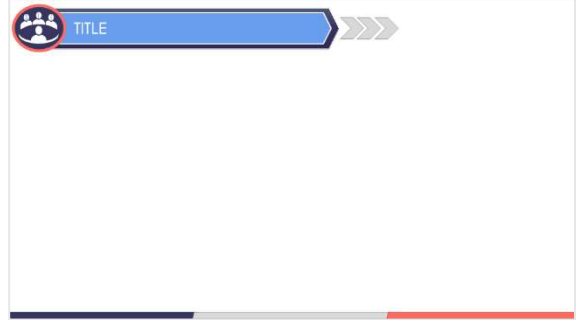
Seat Time: 20 minutes


Outline:

- Course Intro / Navigation / Objectives
- Structured Interviews Overview
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- Preparing for a Structured Interview
- Conducting a Structured Interview
- Summary
- Assessment
- Congratulations

Directions:

- Use Classic Player in Storyline
- Use custom color scheme for shapes throughout; white font on colored background /black font on white background
- Seekbar visible and controllable for learner on all slides and layers
- Slide numbers with letters (ex. 1.8a) indicate layers for corresponding slide number
- Audio files are provided
- Source similar assets to descriptions given throughout storyboard
- Comments are enabled for feedback
- Feedback will be used to make changes/revisions for the next review cycle

Logo

Color Scheme

Custom Border

Module Resources/References:
Structured Interview Guide Resource Guide for Hiring Managers The Guide to Structured Interviews Hard Skills Vs Soft Skills






Slide [1.1]/ Menu Title: <i>Welcome</i>			Objective: NA
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Use customer border without the logo</p> <p>Slide title in white on the title bar.</p> <p>Right side of chevrons are 3 questions each in a different color from the color scheme.</p>  <p>Start and Navigation buttons appear under title.</p>	<p>[Slide Title] Structured Interview Training</p> <p>[Questions]</p> <p>Are you a member of the hiring staff?</p> <p>Do you feel confident in conducting interviews?</p> <p>Have you been hiring the best candidates?</p>	<p>[Insert Script Text]</p> <p><i>Are you a member of the hiring staff? Do you feel confident in conducting interviews? Have you been hiring the best candidates? SIT is here to ensure you answered yes!</i></p> <p><i>Welcome to the Structured Interview Training. This training is designed for Human Resource interviewers and hiring managers to interview prospective employees. In this training you will learn about structured interviewing and its benefits for both the interviewer and the interviewee. Before we begin, if you would like information on how to navigate this training, please select the navigation button. If you are ready to begin, please press start.</i></p>	<p>Each question will fly in from left in time with VO</p> <p>When VO says “SIT is here..” Logo will grow and spin in the middle of the fists.</p> <p>Navigation button and start button fade in timed with VO</p> <p>Navigation button brings learner to 1.2</p> <p>Start button brings learner to 1.3</p> <p>Next/previous buttons are hidden</p>




Slide [1.2]/ Menu Title: <i>Navigation</i>			Objective: NA
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Player shows Menu on the left.</p> <p>Background image: photographic image of computer screen with the Welcome (1.1) slide snapshot as display on screen</p> <p>Icon of finger pointing or magnifying glass moves around the screen and point to/points out player features</p>	<p>[Slide Title] Navigation</p> <p>[Directions]</p> <p>Click next</p>	<p>[Insert Script Text]</p> <p><i>Please take a moment to review the course player so you feel comfortable navigating through the training. If you know your way around, you may proceed to the next slide.</i></p> <p><i>If you'd like to go backward or forward in the training, click the previous or next buttons. Accessibility options are located here. To adjust the volume, click the volume icon. Click the replay button to see the entire slide again or adjust the seek bar at any time to review a portion of the slide. You can also pause the player. Click the same button again to resume play. Revisit a slide by using the menu on the left. Finally, click the Resources tab to learn more about Structured interviews. Click the next button now to begin the course.</i></p>	<p>[Click next directions] will fly in from right at the bottom of screen timed with its reference in the audio.</p>

Slide [1.3]/ Menu Title: <i>Objectives</i>			Objective: [NA]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom borders</p> <p>[Left] Objectives displayed similarly to image below using project color scheme</p> <p>[Right] Image similar to this that portrays objectives being met</p>	<p>[Slide Title] Training Objectives</p> <p>[Objectives]</p> <p>[1] Define a structured interview and describe its benefits.</p> <p>[2] Describe the key components of preparing for an interview.</p> <p>[3] Outline the steps for conducting a structured interview.</p>	<p>[Insert Script Text] After completing this training, you will have a clear, standardized process to follow when hiring new candidates. You will be able to define a structured interview and describe its benefits, describe the key components of preparing for an interview, and outline the steps for conducting a structured interview. There will be one knowledge check in this training and a final quiz at the end. Click the next button to get started.</p>	<p>Next button is disabled until voice over completes.</p> <p>Objectives will fly in from left timed with the VO</p>



Slide [1.4]/ Menu Title: <i>Structured Interviews</i>			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom borders</p> <p>[Left side] Short animation created in Vyond to show an interviewer asking questions in order and then scoring the answers given by the candidate.</p> <p>[right side] Small box for bullet points</p>	<p>[Slide Title] Structured Interviews</p> <p>[Bullet points]</p> <ul style="list-style-type: none"> • Asking questions in standardized order • Evaluate candidates using a standardized scoring system 	<p>[Insert Script Text] Interviewing is difficult. It is a critical aspect in becoming a successful company. Having a structured interview process will ensure the quality of potential new hires.</p> <p>A structured interview is a conversation in which an interviewer asks set questions in a standardized order. Asking the same questions in the same order helps interviewers collect similar types of information delivered in a uniform context.</p> <p>The interviewer collects the responses of the candidate and grades them against a scoring system. A</p>	<p>Vyond animation will play in time with VO</p> <p>Bullet points enter in time with VO</p> <p>Next button is disabled until timeline completes.</p>





		candidate rating system may help you score each candidate based on their answer to each question. Totalling the scores can help you find the best candidate for the position.	
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Slide [1.5]/ Menu Title: <i>Benefits of Structured Interviews</i>			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom borders</p> <p>5 large circles aligned horizontally in the middle third of the slide</p> <p>Images below will be in black and white inside the circles.</p> <p>Below are example images to illustrate the 5 benefits:</p> <p>[1] </p> <p>[2] </p> <p>[3] </p> <p>[4] </p> <p>[5] </p>	<p>[Slide Title] Benefits</p> <p>[Directions] Click each image below.</p> <p>[1] Consistent</p> <p>[2] Effective</p> <p>[3] Reduces Biases</p> <p>[4] Easy to Use</p> <p>[5] Efficient</p>	<p>[Insert Script Text] <i>There are several benefits to using a structured interview process.</i></p> <p>[1] <i>The interview experience is more consistent and less prone to errors.</i></p> <p>[2] <i>The interview experience is more effective as questions are formulated in advance to collect the most important and relevant information.</i></p> <p>[3] <i>The interview experience is less likely to be biased as interviewers work from a script.</i></p> <p>[4] <i>Interview responses are easier to compare.</i></p> <p>[5] <i>Interviews and evaluations are more efficient as the interviewer asks set questions designed to collect useful information and evaluate the same question responses for each interviewee.</i></p>	<p>As each benefit is mentioned in VO, the image will change states to be in color and descriptive word will appear under circle.</p> <p>Next button is disabled until timeline completes.</p>


Slide [1.6]/ Menu Title: <i>Preparation</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom Border</p> <p>Image buttons (below) and labels will be displayed in the center of the slide lined horizontally. Picture shape is circle.</p> <p>Image buttons</p> <p>[1]</p>  <p>[2]</p>  <p>[3]</p> 	<p>[Slide Title] Preparation</p> <p>[image labels]</p> <p>[1] Determine Needs</p> <p>[2] Creating Questions</p> <p>[3] Developing Rating Scale</p>	<p>[Insert Script Text]</p> <p><i>There are 3 main aspects to consider when preparing to conduct an effective structured interview. The hiring team should work closely with the technical team to determine a list of needs, create questions based on those needs, and develop a rating scale to aide in the interviewing process. Let's take a closer look at each of these.</i></p> <p><i>Click each image to learn more. Then click the next button.</i></p>	<p>Image label will “grow” in time with VO</p> <p>Next button is hidden.</p> <p>When timeline completes: -3 images will shrink and move to right side of chevron -jumps to slide 1.7</p>
<p>Notes: The image buttons will become a “tracker” at the top of each slide to the right of the chevrons for 1.7-1.10. Images will be black and white and change state to colored when on corresponding slide. Image shapes are circles.</p> <p>1.7- image [1] in color (images 2 and 3 in black and white)</p> <p>1.8- image [2] in color (images 1 and 3 in black and white)</p> <p>1.9-image [2] in color (images 1 and 3 in black and white)</p> <p>1.10- image [3] in color (images 1 and 2 in black and white)</p>			



Slide [1.7]/ Menu Title: <i>Know Your Needs</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom Border</p> <p>Buttons are aligned horizontally in the center of the slide large enough to take up majority of slide. [Image buttons]</p> <p>[1] Left side</p>  <p>[2] Right side</p> 	<p>[Slide Title] Hard and Soft Skills</p> <p>[Image button labels]</p> <p>[1] Hard Skills</p> <p>[2] Soft Skills</p> <p>[Directions] Click each image</p> <p>[Directions after layers are visited] Click the Next button to continue.</p>	<p>[Insert Script Text] <i>Work with the hiring staff and the technical staff to compile a list of hard and soft skills your ideal candidate should possess.</i></p> <p>[Directions] <i>Click on each image below to understand hard and soft skills. Then click the Next button.</i></p>	<p>Directions will fade in timed with the VO.</p> <p>[Hard skills image button] Shows layer 1.7a</p> <p>[Soft skills image button] Shows layer 1.7b</p> <p>[Next button]</p> <ul style="list-style-type: none"> ○ disabled until all layers are visited ○ jump to 1.8
Slide [1.7a]/ Menu Title: <i>NA</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom Border</p> <p>[Left] Hard Skills image button from base layer is visible on this layer.</p> <p>[Right] Two boxes aligned vertically using color scheme for outline/background color Below are icons that represent [1] definition and [2] examples. Top box will have image one and definition text Bottom box will have image 2 and examples text.</p>	<p>[Slide Title] Hard Skills</p> <p>[Definition]</p> <ul style="list-style-type: none"> ○ Technical skills ○ Concrete and measurable ○ Job-specific <p>[Examples]</p> <ul style="list-style-type: none"> ○ Foreign languages ○ Budgeting ○ Content development 	<p>[Insert Script Text]</p> <p><i>Hard skills, or technical skills, are learned through education or hands-on experience. These are concrete, measurable abilities that are often job specific. Examples of hard skills are foreign languages, budgeting, or content development.</i></p>	<p>Definition bullet points and examples will fade in timed with the VO.</p> <p>Hide layer when timeline completes</p>

<p>[1]</p> 	<p>[2]</p> 			
Slide [1.7b]/ Menu Title: NA				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
<p>Custom Border</p> <p>[Right] Soft Skills image button from base layer is visible on this layer.</p> <p>[Left] Two boxes aligned vertically using color scheme for outline/background color Below are icons that represent [1] definition and [2] examples. Top box will have image one and definition text Bottom box will have image 2 and examples text.</p> <p>[1]</p>  <p>[2]</p> 	<p>[Slide Title] Soft Skills</p> <p>[Definition]</p> <ul style="list-style-type: none"> ○ People skills ○ Traits and abilities ○ How/Why one is motivated <p>[Examples]</p> <ul style="list-style-type: none"> ○ Communication ○ Critical Thinking ○ Creativity ○ Work Ethic 	<p>[Insert Script Text]</p> <p><i>Soft skills, or people skills, are traits and abilities that you develop throughout your entire life. Soft skills speak to how and why you are motivated to do certain things. Examples of soft skills are communication, critical thinking, creativity, and work ethic.</i></p>	<p>Definition bullet points and examples will fade in timed with the VO.</p> <p>Hide layer when timeline completes.</p>	

Slide [1.8]/ Menu Title: Creating Questions			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Use custom border</p> <p>3 tabs displaying the tab titles takes up about 1/3-1/4 of the accordion area and are shown vertically, leaving the remainder space for content to show within the accordion frame.</p> <p>The closed accordion will show on the screen to start.</p> <p>When the learner clicks on each tab, it will pop to its open position and display the information for that tab.</p> <p>Each tab should be a different palette color. The layer associated with each tab, and therefore the “open” section of each accordion area should have the same background palette color as the tab for that section.</p> <p>Example image for closed accordion cover:</p> 	<p>[Slide Title] Creating Questions</p> <p>[Directions] Click each tab below.</p> <p>[Tab titles] Behavioral Situational Job-specific</p> <p>[Subtitle, shown on closed accordion] Types of Questions</p>	<p>[Insert Script Text]</p> <p><i>After identifying the hard and soft skills your ideal candidate should possess, it is time to develop interview questions using these skills to guide your thinking.</i></p> <p><i>There are 3 types of questions to include in the interview process- behavioral questions, situational questions, and job-specific questions.</i></p> <p><i>Click each tab below to learn more about these question types. After viewing each tab, click the next button to learn about rating scales.</i></p>	<p>Accordion interaction: use motion paths to open and close tabs</p> <p>When timeline starts:</p> <ul style="list-style-type: none"> • Create variable so Next button is disabled until all tabs have been visited • Tabs are disabled until audio completes on base layer <p>The learner will be able to click on tabs, which will open the accordion and show the corresponding slide layer. When the learner clicks on each tab, the accordion can “pop” open to the corresponding layer, meaning it jumps to its open position. Each layer will show the accordion in the open position and have content related to the tab title.</p> <p>When the learner clicks on the Next button, it will jump to Slide 1.10</p>
Slide [1.8a]/ Menu Title: <i>Behavioral (Hidden from menu)</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Unique image related to tab content shown on left side within open accordion. Text is to the right of the image.</p> <p>Subtitles 1 and 2 displayed prominently within open section of accordion. Bullet points listed below each.</p>	<p>[Slide Title] Behavioral Questions</p> <p>[Subtitle 1] Purposes</p> <ul style="list-style-type: none"> • Candidate shares professional experiences • Helps to identify: <ul style="list-style-type: none"> ○ strengths and weaknesses from past experiences ○ professional successes and challenges ○ Interactions with clients, coworkers, and supervisors <p>[Subtitle 2] Examples</p> <ul style="list-style-type: none"> • What was the most important goal you reached in your career? How did you achieve this? • Can you tell me about a time you did not agree with a coworker? How did you handle the situation? • What has been your most rewarding experience working as part of a team? 	<p>[Insert Script Text] <i>Behavioral questions ask candidates to share their professional experiences. Including behavioral questions in a structured interview can help recruiters determine what the candidates have done well and struggled with in the past. Ask a mix of questions to gain information about each candidate's professional successes and challenges and the way they interacted with their clients, coworkers and supervisors.</i></p> <p><i>Examples of behavioral examples include: What was the most important goal you reached in your career? How did you achieve this?</i></p> <p><i>Can you tell me about a time you did not agree with a coworker? How did you handle the situation?</i></p> <p><i>What has been your most rewarding experience working as part of a team?</i></p>	<p>Learner can select another tab from this layer</p> <p>Bullet points fade in timed with VO.</p> <p>Restrict user from viewing other layers while current layer timeline is running.</p>
Slide [1.8b]/ Menu Title: <i>Situational (Hidden from menu)</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Similar to layer A</p> <p>Unique image related to tab content shown on left side within open accordion. Text is to the right of the image.</p> <p>Subtitles 1 and 2 displayed prominently within open section of accordion. Bullet points listed below each.</p>	<p>[Slide Title] Situational Questions</p> <p>[Subtitle 1] Purposes</p> <ul style="list-style-type: none"> • Asks candidates what they would do in different scenarios • Helps to determine: <ul style="list-style-type: none"> ○ Candidate's critical thinking and problem-solving skills ○ How candidates interact with clients and employees ○ Teamwork skills ○ Reactions to workplace challenges <p>[Subtitle 2] Examples</p> <ul style="list-style-type: none"> • How would you handle a customer unhappy with the service they received? • How would you manage an unmotivated employee? • What steps would you take to make an important decision at work? 	<p>[Insert Script Text]</p> <p><i>Situational questions ask candidates to imagine what they would do if they faced different scenarios working for a company. Including situational questions can determine candidates' critical thinking and problem-solving skills. You can ask a variety of questions that assess how candidates would interact with clients and employees, their teamwork skills and how they would react to workplace challenges.</i></p> <p><i>Examples of situational questions include:</i></p> <p><i>How would you handle a customer unhappy with the service they received?</i></p> <p><i>How would you manage an unmotivated employee?</i></p> <p><i>What steps would you take to make an important decision at work?</i></p>	<p>Learner can select another tab from this layer</p> <p>Bullet points fade in timed with VO.</p> <p>Restrict user from viewing other layers while current layer timeline is running.</p>
Slide [1.8c]/ Menu Title: <i>Job-Specific (hidden from menu)</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:


<p>Similar to layers A and B</p> <p>Unique image related to tab content shown on left side within open accordion. Text is to the right of the image.</p> <p>Subtitles 1 and 2 displayed prominently within open section of accordion. Bullet points listed below each.</p>	<p>[Slide Title] Job-Specific Questions</p> <p>[Subtitle 1] Purposes</p> <ul style="list-style-type: none"> • Ask about duties and responsibilities related to open position • Determine if candidate has the skills and experience required to succeed <p>[Subtitle 2] Examples (Customizable)</p> <ul style="list-style-type: none"> • What are the advantages and disadvantages of the accounting software you used in your last job? • Why are you interested in working at this restaurant? • What's your process for remembering a large order? 	<p><i>Job-specific questions ask candidates about the duties and responsibilities related to the open position. Including questions like these in a structured interview can help a hiring manager determine whether candidates have the skills and experience required to succeed in the role.</i></p> <p><i>The following examples can be customized to suit your vacant positions:</i></p> <p><i>What are the advantages and disadvantages of the accounting software you used in your last job?</i></p> <p><i>Why are you interested in working at this restaurant?</i></p> <p><i>What's your process for remembering a large order?</i></p>	<p>Learner can select another tab from this layer</p> <p>Bullet points fade in timed with VO.</p> <p>Restrict user from viewing other layers while current layer timeline is running.</p>
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Slide [1.9]/ Menu Title: <i>Knowledge Check</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top boarder with title and knowledge check icon</p> <p>Directions below title</p> <p>Drag items below directions- words in rectangle shape</p> <p>5 rectangular boxes each a different color from color scheme with a question inside</p> <p>Above each question is a dotted rectangle (drop spot)</p>	<p>[Slide Title] Knowledge Check</p> <p>[Directions] <i>You are tasked with creating questions to evaluate a candidate's soft skills. There are 5 questions listed below. Drag each soft skill to the question that best identifies the skill. Then click submit.</i></p> <p>[Drop Boxes] [1] Can you discuss a time where you had to manage your team through a difficult situation? (Leadership)</p> <p>[2] How do you prioritize your tasks when you have multiple deadlines to meet? (Organization)</p> <p>[3] How do you explain new topics to coworkers unfamiliar with them? (communication)</p> <p>[4] Describe a situation where results went against expectations. How did you adapt to this change? (adaptability)</p> <p>[5] Explain your largest failure at work. How did you learn from this experience? (resiliency)</p> <p>[Drag items] Leadership Organization Communication Adaptability Resiliency</p>	<p>[Insert Script Text] <i>You are tasked with creating questions to evaluate a candidate's soft skills. There are 5 questions listed below. Drag each soft skill to the question that best identifies the skill. Then click Submit.</i></p>	<p>Drag-and-Drop</p> <p>As VO says "5 questions", the 5 question boxes will be highlighted</p> <p>As VO says "soft skills", the soft skills (drag items) will be highlighted</p>
Slide [1.9a]/ Menu Title: <i>Feedback (correct) Hidden from Menu</i>			Objective: [2]

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom feedback layer</p> <p>Rectangular shape with CORRECT in blue center at top, this image below</p>  <p>And Continue button at the bottom of rectangle.</p>	<p>[Layer Title] Correct</p>	<p>[Insert Script Text] <i>Way to go! It looks like you have a good understanding of the questions to ask when looking for a candidate's soft skills.</i></p>	<p>Continue button brings learner to 1.10</p>
Slide [1.9b]/ Menu Title: <i>Feedback (Incorrect) Hidden from Menu</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Rectangular shape with INCORRECT in red center at top, explanation below and Continue button at the bottom of rectangle.</p> <p>Between the word INCORRECT and the explanation is this image:</p> 	<p>[Layer Title] Incorrect</p> <p>[Explanation] That is incorrect</p>	<p>[Insert Script Text] <i>That is incorrect. Let's do a quick review.</i></p>	<p>Continue Button brings learner to 1.9d Review</p>
Slide [1.9c]/ Menu Title: <i>Feedback (Try Again) Hidden from Menu</i>			Objective: NA
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Rectangular shape with TRY AGAIN in purple center at top, explanation below and Continue button at the bottom of rectangle.</p> <p>Between the words TRY AGAIN and the explanation is this image:</p> 	<p>[Layer Title] Review</p> <p>[Explanation] Oops! Not quite. Try again!</p>	<p>[Insert Script Text] <i>Not quite! Click the continue button to try again.</i></p>	<p>Continue button hides this layer so learner can try again.</p>

Slide [1.9d]/ Menu Title: <i>Review Hidden from Menu</i>			Objective: NA
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>This layer will have the same layout as the base layer. Instead of the drag items at the bottom, they will be in the correct drop spots.</p>	<p>[1] Can you discuss a time where you had to manage your team through a difficult situation? (Leadership)</p> <p>[2] How do you prioritize your tasks when you have multiple deadlines to meet? (Organization)</p> <p>[3] How do you explain new topics to coworkers unfamiliar with them? (communication)</p> <p>[4] Describe a situation where results went against expectations. How did you adapt to this change? (adaptability)</p> <p>[5] Explain your largest failure at work. How did you learn from this experience? (resiliency)</p>	<p>[Insert Script Text]</p> <p>[1] <i>This is a good question to ask when you want to understand the candidate's leadership skills. Ideally, the candidate will describe a scenario where they had to take full ownership of a team and communicate their decision-making process.</i></p> <p>[2] <i>Asking this question will let you see how the candidate prioritizes tasks and get an overview of their organizational skills.</i></p> <p>[3] <i>This question is associated with communication skills. It allows you to draw conclusions on how well the candidate interacts with coworkers.</i></p> <p>[4] <i>This question targets adaptability skills to understand how much change affects the candidate's approach to work.</i></p> <p>[5] <i>When you ask a candidate this question, you are looking for their resiliency- their ability to learn on the job and excel after a setback.</i></p>	<p>Learner will click on each drop spot to review.</p> <p>Next button is disabled until all drop spots have been clicked and visited.</p>

Slide [1.10] / Menu Title: <i>Candidate Rating Scale</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Custom borders</p> <p>Bullet points below title</p> <p>Background image: Something similar to this to show people rating an experience</p> <p>Bottom of slide- 5 stars fly in</p> 	<p>[Slide Title] Rating Scales</p> <p>[Bullet Points]</p> <ul style="list-style-type: none"> Evaluate quality of interview Recommendation of candidate 5-point system 	<p>[Insert Script Text]</p> <p><i>The interviewing process often includes the use of rating scales that the interviewers use to evaluate the quality of the interview and lead to some kind of recommendation of the candidate for the job in question.</i></p> <p><i>The most commonly used rating scale for organizations with more than 100 employees is a 5-point scale system. Using this system, you award between one and five points for each response the candidate provides. Low-quality responses receive a single point, while high-quality responses receive five points. Other responses receive points between these values, depending on their quality.</i></p>	<p>Bullet points fly in from left timed with VO.</p> <p>When VO gets to .."one and five points" stars at bottom of screen should fly in from bottom.</p> <p>"Low quality responses receive a single point" shape effect highlights one star</p> <p>"high quality responses receive 5 points" shape effect highlights the 5th star</p> <p>"other responses..." shape effect highlights stars 2-4</p> <p>Hide Next button and jump to next slide when timeline completes.</p>
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Slide [1.10a] / Menu Title: <i>Rating Keys (Hidden from Menu)</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom borders</p> <p>[Background image]</p> 	<p>[Slide Title] Rating Scale Keys</p> <p>[Subtitles] Simple Complex</p> <p>[Directions] Click Next</p>	<p>[Insert Script Text]</p> <p><i>Distributing a rating key to your hiring managers can help them determine how to score responses. Your rating key should outline what you're looking for with each question or question type.</i></p> <p><i>Rating keys can be simple or complex. There are rating keys that already exist and can be used by the interviewing team. There are also several resources to help you and your team create a rating scale. Some of these resources can be accessed by clicking the resource button.</i></p> <p><i>Click the next button to continue.</i></p>	<p>Examples and subtitles will fade in timed with VO</p> <ul style="list-style-type: none"> "can be simple..." example one appears "or complex" example two appears <p>Arrow pointing to resources button on player will appear timed with VO</p> <p>Directions fade in timed with VO</p> <p>Next button is disabled until timeline completes.</p>

<div>Use these or something similar as example rating scales.</div> <div><p>What does the five point scale mean?</p><p>When asked, here is how I describe the meanings of these five scores.</p></div> <div><p>5 – <i>Strong Yes</i> – I will advocate for hire</p><p>4 – <i>Yes</i> – should hire</p><p>3 – <i>Maybe</i> – More testing needed</p><p>2 – <i>No</i> – should not hire</p><p>1 – <i>Strong NO</i> – I will advocate <i>against</i> hiring.</p></div> <div><p>The following is a sample of a 5 Point Numerical / Narrative Rating Scale including sample narrative ratings and definitions for each point value on the scale.</p><table><thead><tr><th>Scale</th><th>Rating</th><th>Definitions (Choose and/or Modify as Appropriate)</th></tr></thead><tbody><tr><td>5 points (Pass)</td><td>Excellent. Exceptional Mastery. Much more than acceptable.</td><td>Should ensure extremely effective performance. Significantly above criteria for successful job performance. Surpassed expectations. Reserved for the exemplary set of skills that yield a particularly sophisticated approach to handling the situation. Meets all major / essential / core criteria or acceptable equivalents and met three or more additional criteria.</td></tr><tr><td>4 points (Pass)</td><td>Very Good. Full Performance Behaviours. Above average.</td><td>More than adequate for effective performance Generally exceeds criteria relative to quality and quantity of behaviour required for successful job performance Meets all of the major / essential / core criteria or acceptable equivalents and several of the minor / additional criteria. No major deficiencies exist in the areas assessed. Consistently demonstrated better than average level of performance. Describes / demonstrates the full range of skills appropriate for handling the situation and the desired result, or outcome is obtained.</td></tr><tr><td>3 points (Pass)</td><td>Good. Acceptable. Satisfactory Average</td><td>Should be adequate for effective performance. Meets criteria relative to quality and quantity of behaviour required for successful job performance. Meets several of the major / essential / core criteria one or two of the minor / additional criteria or acceptable equivalents. Describes / demonstrates a sufficient range of skills for handling the situation and the desired outcome is obtained. Some of the major and minor criteria were met, some deficiencies exist in the areas assessed but none of major concern.</td></tr><tr><td>2 points (Fail)</td><td>Weak. Less than Acceptable</td><td>Insufficient for performance requirements. Generally does not meet criteria relative to quality and quantity of behaviour required for successful job performance e.g. meets half or less of criteria. Does not describe / demonstrate a sufficient range of skills appropriate for handling of the situation, or describes plausible but inappropriate behaviours for handling the situation or the desired result or outcome is not obtained.</td></tr><tr><td>0 – 1 point (Fail)</td><td>Unacceptable. Poor. Much less than acceptable</td><td>Significantly below criteria required for successful job performance. Few or no criteria met. Many deficiencies. A major problem exists. No answer or inappropriate answer. Describes/demonstrates counter-productive behaviours that have negative outcomes or consequences (make the situation worse).</td></tr></tbody></table></div>	Scale	Rating	Definitions (Choose and/or Modify as Appropriate)	5 points (Pass)	Excellent. Exceptional Mastery. Much more than acceptable.	Should ensure extremely effective performance. Significantly above criteria for successful job performance. Surpassed expectations. 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Meets criteria relative to quality and quantity of behaviour required for successful job performance. Meets several of the major / essential / core criteria one or two of the minor / additional criteria or acceptable equivalents. Describes / demonstrates a sufficient range of skills for handling the situation and the desired outcome is obtained. Some of the major and minor criteria were met, some deficiencies exist in the areas assessed but none of major concern.	2 points (Fail)	Weak. Less than Acceptable	Insufficient for performance requirements. Generally does not meet criteria relative to quality and quantity of behaviour required for successful job performance e.g. meets half or less of criteria. Does not describe / demonstrate a sufficient range of skills appropriate for handling of the situation, or describes plausible but inappropriate behaviours for handling the situation or the desired result or outcome is not obtained.	0 – 1 point (Fail)	Unacceptable. Poor. Much less than acceptable	Significantly below criteria required for successful job performance. Few or no criteria met. Many deficiencies. A major problem exists. No answer or inappropriate answer. Describes/demonstrates counter-productive behaviours that have negative outcomes or consequences (make the situation worse).			
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Slide [1.10b] / Menu Title: <i>Example Responses (Hidden from Menu)</i>																					
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:																		
<div>Custom borders</div> <div>Directions below title</div> <div>Definition below directions in different font to show that it is part of the interaction and not part of the directions</div> <div>Dial should look similar to this at the bottom of the slide</div>	<div>[Slide Title]</div> <div>Example Responses</div> <div>[Directions]</div> <div>Click on the first star on the left. Then, move the dial from left to right.</div> <div>[Competency/Definition]</div> <div>Collaboration - Ability to work in a team environment, shares resources, focuses on mutual wins and successes, fosters open</div>	<div>[Insert Script Text]</div> <div>In this example, the interviewer has a clear understanding of what she is looking for. She asks a behavioral question to see how the candidate has collaborated with his team in the past. She defines collaboration as the ability to work in a team environment by sharing materials, focusing on mutual wins and successes, and fostering open dialogue.</div>	<div>Dial interaction</div> <div>Next button is disabled until learner has visited all spots on the dial.</div> <div>Interview callout appears when VO says “she asks a behavioral question...”</div> <div>Definition of collaboration appears when VO says “she defines collaboration as...”</div>																		



Below each star is the corresponding label

Below labels is the rating key table

Interviewer on left and candidate on right.

Interviewer Callout appears above interviewer

Candidate callout responses appear centered above stars and look to be coming from interviewee's mouth. Examples:



Rating Key Table

Rating Values	Definition
Far Exceeds Requirements	Perfect answer. Demonstrates competency accurately, consistently, and independently. All points relevant. All good examples.
Exceeds Requirements	Demonstrates competency accurately and consistently in most situations with minimal guidance. Many good examples.
Meets Requirements	Demonstrates competency accurately and consistently on familiar procedures and needs supervisor guidance for new skills. Some good examples.
Below Requirements	Demonstrates competency inconsistently, even with repeated instruction or guidance. Few good examples.
Significant Gap	Fails to demonstrate competency regardless of guidance provided. No good examples.

dialogue.

[Star labels]

[1] Significant Gap

[2] Below Requirements

[3] Meets Requirements

[4] Exceeds Requirements

[5] Far Exceeds Requirements

[Interviewer callout]

Tell me about a time when a team project did not go as expected.

[Interviewee Responses]

[1] When I worked for ABC company, the team I worked on was responsible for developing instructional materials and providing training for a new type of software. During training there was a glitch that came and we had to change the training materials.

[2] When I worked for ABC company, the team I worked on was responsible for developing instructional materials and providing training for a new system that was being implemented across the country. I put together the training materials, and while we were getting them ready there was a system glitch that occurred. I thought it was how the system was supposed to work and didn't report

The interviewer has a rating key to refer to when listening to the candidate's responses.

To begin, click on the first star on the left to see the candidate's response that had a significant gap in what the interviewer is looking for. Then, move the dial from left to right to see representative responses for each rating value.

Rating key table appears in time with VO and stays at bottom of slide below stars and labels

Directions appear timed with the VO

When VO says "click on the first star..." shape effect to highlight first star

Candidate response [1] appears when learner clicks on first star.

Candidate responses [2]-[5] appear when learner moves dial to the right.

	<p>it to anyone. During training this issue came up again and as a result they had to delay the implementation. Someone else on my team changed the training materials so that they were correct.</p> <p>[3] When I worked for ABC company, the team I worked on was responsible for developing instructional materials and providing training for a new system that was being implemented across the country. To do so, I supported my colleagues by incorporating their system and operational procedure findings into new training materials. During this project there was a software glitch that didn't occur during initial testing and came up during training. As a result, the program implementation was delayed and we needed to revise the training materials appropriately. I was able to help my team prepare the materials in time for the next round of systems training.</p> <p>[4] When I worked for ABC company, the team I worked on was responsible for developing instructional materials and providing training for a new system that was being implemented across the country. To do so, I worked with a colleague to interact with</p>		
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	<p>members throughout the organization, gaining insights about the new technology and associated operating procedures. During this project there was a software glitch that didn't occur during initial testing, and came up during training. As a result, the program implementation was delayed and my team needed to revise the training materials appropriately. We were able to have the materials ready for the next round of systems training.</p> <p>[5] When I worked for ABC company, the team I worked on was responsible for developing instructional materials and providing training for a new system that was being implemented across the country. To do so, my team worked across the organization, gaining insights about the new technology and associated operating procedures. As a part of this team, I was self-directed and worked diligently to communicate and share resources to complete this task according to our project deadlines; however there was a software glitch that didn't occur during initial testing, and came up during training. As a result, the program implementation was delayed and I needed to support my team as we revised the training materials appropriately and prepared our instructors to</p>		
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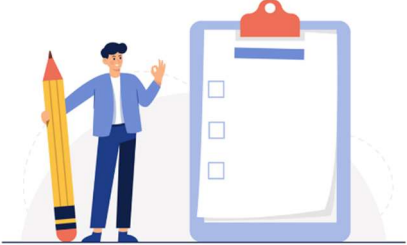
	understand the impact of this change. We were able to have the materials ready for the next round of systems training and as a result of our efforts, the system was well received by our clients.		
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Slide [1.11]/ Menu Title: <i>Conducting an Interview</i>			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom Top border Directions below title</p> <p>4 circles spaced horizontally below directions. Each circle has an image that represents each step in conducting an interview. There is a line connecting all images.</p> <p>Large light gray rectangle takes up majority of the bottom of the slide. This is where the information regarding each step will be.</p>	<p>[Slide Title] Conducting an Interview</p> <p>[Directions] Click on each circle. Then press the next button.</p>	<p>[Insert Script Text] <i>Conducting a structured interview requires a methodical approach to ensure consistency. Take the following steps when conducting a structured interview.</i></p> <p><i>Click on each image below from left to right. Then press the next button.</i></p>	<p>Create variables so next button is disabled until all images have been visited.</p> <p>Each image is a button that will show a layer. Buttons should have a visited state.</p>
Slide [1.11a]/ Menu Title: <i>Greeting (Hidden from Menu)</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Title at the top of gray box</p> <p>Image on left depicting greeting a candidate</p> <p>Bullet points on right</p>	<p>[Slide Title] Greet the Candidate</p> <p>[Bullet Points]</p> <ul style="list-style-type: none"> • Eliminate distractions • Interview at a table • Start and end on time • Smile and greet them by name • Introduce interview panel members • Outline interview format 	<p>[Insert Script Text] <i>Creating a positive atmosphere is a crucial step when conducting an interview. Before the candidate arrives, eliminate all distractions such as cell phones. If possible, interview the candidate at a table rather than from behind a desk, and ensure that you start and end the interview on time.</i></p> <p><i>When the candidate arrives, welcome them with a smile and greet them by name. Introduce yourself and any other interview panel members. Next, outline the format of the interview, and inform the candidate that you will be taking notes. If the candidate seems nervous, show empathy and understanding.</i></p>	<p>Bullet points will fade in timed with VO</p> <p>This layer is hidden when timeline completes</p> <p>Change state of circular image button to visited</p>


	<ul style="list-style-type: none"> • Inform them of notetaking • Show empathy and understanding 		
Slide [1.11b]/ Menu Title: Questioning (Hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Title at the top of gray box</p> <p>Image on left depicting interviewer asking questions</p> <p>Bullet points on right</p>	<p>[Slide Title] Questioning</p> <p>[Bullet points]</p> <ul style="list-style-type: none"> • Ask predetermined questions in order • Active listening- nod, smile • Willing to improvise: <ul style="list-style-type: none"> ○ Clarify response ○ Use silence and wait time ○ Paraphrase response ○ Straightforward probe 	<p>[Insert Script Text]</p> <p><i>Now it's time to ask your predetermined questions! Be sure to ask each question in order as written to ensure the interview remains standardized. As responses are given, provide positive reinforcement such as smiling or nodding to show active listening and interest.</i></p> <p><i>Improvising and asking a candidate to expand on their answers can give you greater insight into their thought processes, personality, values and experience. Consider the following:</i></p> <p><i>[1] Clarify the candidate's response by asking, "Do you mean...?"</i></p> <p><i>[2] Use silence and wait time to allow the candidate to gather their thoughts</i></p> <p><i>[3] Paraphrase their response. For example, "It sounds as if that experience was..."</i></p> <p><i>[4] Be straightforward by saying, "tell me more about..."</i></p>	<p>Bullet points will fade in timed with VO</p> <p>This layer is hidden when timeline completes</p> <p>Change state of circular image button to visited</p>
Slide [1.11c]/ Menu Title: Scoring and Notes (Hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Title at the top of gray box</p> <p>Image on left depicting notetaking, or candidate speaking</p> <p>Bullet points on right</p>	<p>[Slide Title] Candidate Responses</p> <p>[Bullet points]</p> <ul style="list-style-type: none"> • Score before moving to next question • Take factual notes • Active listening 	<p>[Insert Script Text]</p> <p><i>Scoring each answer before moving on to the next question gives the most accurate result, as it allows you to grade based on your immediate reaction rather than trying to recall their response later.</i></p> <p><i>To help you make more confident and informed hiring decisions, take notes during the interview so you can remember more details later on. For</i></p>	<p>Bullet points will fade in timed with VO</p> <p>This layer is hidden when timeline completes</p>

		<p><i>example, you can jot down your first impressions of the candidates, take note of their body language and write down a few tidbits of information you learn from a candidate's answers. Keep your notes factual, in the event of a Freedom of Information and Protection of Privacy (FIOP) request. Your notes may be reviewed.</i></p> <p><i>However, be careful to maintain the right balance between note-taking and active listening. Ensure that you're making eye contact and fully engaging in the conversation, only pausing to take down notes every once in a while.</i></p>	Change state of circular image button to visited
Slide [1.11d]/ Menu Title: <i>Closing (Hidden from Menu)</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Title at the top of gray box</p> <p>Image on left depicting some aspect of closing the interview</p> <p>Bullet points on right</p>	<p>[Slide Title] Closing</p> <p>[Bullet points]</p> <ul style="list-style-type: none"> • Allow for candidate questions • Explain next steps • Inform candidate of timeline for filling position • Thank candidate 	<p>[Insert Script Text]</p> <p><i>Make sure to give the candidate time to ask questions about the position, team and company. Not only does this give them the opportunity to evaluate if the position is a good fit for them, but it also allows you to measure their interest and understanding of the company.</i></p> <p><i>Close the interview by explaining what the candidate can expect in terms of next steps, including when they can expect to hear back from you and what the rest of the interview process might look like. This is also a good time to inform them of your intended timeline for filling the position.</i></p> <p><i>Thank the candidate for their time and walk them to the door.</i></p>	<p>Bullet points will fade in timed with VO</p> <p>This layer is hidden when timeline completes</p> <p>Change state of circular image button to visited State of Next button is normal</p>


Slide [1.12]/ Menu Title: <i>Summary</i>			Objective: NA
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:


<p>Custom top boarder</p> <p>An image similar to this will take up the majority of the screen</p> 	<p>[Slide Title] Summary</p> <p>[Objectives]</p> <ul style="list-style-type: none"> • Define a structured interview and describe its benefits. • Describe the key components of preparing for an interview. • Outline the steps for conducting a structured interview <p>[Bullet Points]</p> <ul style="list-style-type: none"> • 4 questions • 2 attempts • 80% or higher <p>[Directions]</p> <p>Click the next button</p>	<p>[Insert Script Text]</p> <p><i>You have reached the end of this training. Let's review the training objectives before taking the final assessment.</i></p> <p><i>You should now be able to:</i> <i>Define a structured interview and describe its benefits</i> <i>Describe the key components of preparing for an interview</i> <i>Outline the steps for conducting a structured interview.</i></p> <p><i>It seems to me that you are ready to take the final assessment!</i></p> <p><i>The assessment has 4 questions. You will have two attempts to score 80% or higher. When you are ready to begin, click the Next button.</i></p>	<p>Objectives will fade in timed with the VO.</p> <p>A check mark will appear in box after VO states the objectives.</p> <p>After stating objectives, zoom in on man with pencil while he says "it seems to me that you are ready to take the final assessment"</p> <p>Then zoom back out to a cleared off clipboard. Bullet points should appear next to each box timed with VO</p> <p>Directions appear in time with VO</p>
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Slide [1.13]/ Menu Title: <i>Question 1 (Hidden from Menu)</i>		Objective: 1	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top border</p> <p>Image background: Make partially transparent</p>  <p>Large red (same red as in image) semi-transparent box in the center of the slide with question and possible answers.</p>	<p>[Slide Title] Question 1 of 4</p> <p>A structured interview is asking set questions in a standardized order and evaluating candidates using a standardized scoring system.</p> <p>(True)</p>	<p>NA</p>	<p>True/False graded quiz question</p>

Slide [1.14]/ Menu Title: <i>Question 2 (Hidden from Menu)</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top border</p> <p>Image background: Make partially transparent</p>  <p>Large red (same red as in image) semi-transparent box in the center of the slide with question and possible answers.</p>	<p>[Slide Title] Question 2 of 4</p> <p>Using a structured interview to hire employees has many benefits. Select the 5 benefits discussed in this training.</p> <p>[1] Consistent [2] Reliable [3] Effective [4] Precise [5] Reduces Biases [6] Convenient [7] Easy to Use [8] Accessible [9] Efficient</p> <p>(words in bold are correct answers)</p>	NA	Multiple answers graded quiz question



Slide [1.15]/ Menu Title: <i>Question 3 (Hidden from Menu)</i>			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Custom top border</p> <p>Image background: Make partially transparent</p>  <p>Large red (same red as in image) semi-transparent box in the center of the slide with question and possible answers.</p>	<p>[Slide Title] Question 3 of 4</p> <p>Which list below describes the key components when preparing for an interview?</p> <p>[a] Identify soft skills, identify hard skills, and create questions. [b] determine needs, identify hard skills and soft skills [c] determine needs, create questions based on needs, and develop a rating scale [d] determine needs, all candidate to ask questions, develop a rating scale.</p>	NA	Multiple choice graded quiz question
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Slide [1.16]/ Menu Title: <i>Question 4 (Hidden from Menu)</i>			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top border</p> <p>Image background: Make partially transparent</p>  <p>Large red (same red as in image) semi-transparent box in the center of the slide.</p>	<p>[Slide Title] Question 4 of 4</p> <p>There are 4 main steps when conducting an interview. Drag and drop each step to the correct its correct description.</p> <p>[Drag Options] [1] Greeting [2] Questioning [3] Candidate Response [4] Closing</p> <p>[Drop descriptions] [1]</p>	NA	Drag-and-Drop

<p>4 gray boxes lined horizontally within red box. Each gray box has a small gray rectangle with dotted outline above it to represent drop spots.</p> <p>At the bottom of large red box are the 4 drag options.</p>	<ul style="list-style-type: none"> • Eliminate distractions • Interview at a table • Start and end on time • Outline interview format • Inform them of notetaking • Show empathy and understanding <p>[2]</p> <ul style="list-style-type: none"> • Ask predetermined questions in order • Active listening- nod, smile • Willingness to improvise <p>[3]</p> <ul style="list-style-type: none"> • Score before moving to next question • Take factual notes • Active listening <p>[4]</p> <ul style="list-style-type: none"> • Allow for candidate questions • Explain next steps • Inform candidate of timeline for filling position • Thank candidate 		
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Slide [1.17]/ Menu Title: <i>Results (Hidden from Menu)</i>			Objective: NA
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top border</p> <p>Background: a color from color scheme</p> <p>Large semi-transparent shape with score</p>	<p>[Slide Title]</p> <p>Quiz Results</p>	<p>NA</p>	<p>Next and previous buttons are hidden</p>
Slide [1.17a]/ Menu Title: <i>Results: Success (Hidden from Menu)</i>			Objective: NA
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Below title on base layer is green checkmark</p> <p>Below checkmark is explanation</p> <p>Under explanation is image:</p>  <p>Under image are two buttons aligned horizontally</p>	<p>[Slide Title] NA</p> <p>[Explanation] Nice job, you passed!</p> <p>[Button 1] Review Quiz</p> <p>[Button 2] Continue</p>	<p><i>Thank you for taking the quiz. Congratulations! You passed. You can review your results by clicking on the review quiz button. If you are satisfied with your results and ready to move on, please click on the continue button.</i></p>	<p>Next and previous buttons are hidden</p> <p>[Button 1] brings learner to review quiz results and shows correct/incorrect responses</p> <p>[Button 2] brings learner to 1.18</p>
Slide [1.17b]/ Menu Title: <i>Results: Failure (Hidden from Menu)</i>			Objective: NA
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Below title on base layer is red X</p> <p>Below X is explanation</p> <p>Under explanation is image:</p>  <p>Under image are two buttons aligned horizontally</p>	<p>[Slide Title] NA</p> <p>[Explanation] Sorry, you didn't pass.</p> <p>[Button 1] Review Quiz</p> <p>[Button 2] Retry Quiz</p>	<p><i>Unfortunately, you did not pass. You can review your results by clicking on the review quiz button. When you are ready to try again, please click on the retake quiz button.</i></p>	<p>Next and previous buttons are hidden</p> <p>[Button 1] brings learner to review quiz results and shows correct/incorrect responses</p> <p>[Button 2] brings learner to 1.13 Question 1 and resets results</p>

Slide [1.18]/ Menu Title: <i>Congratulations</i>			Objective: NA
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Custom top border</p> <p>[Left side]</p>  <p>[Right side]</p> <p>Large semi-transparent rectangle (from color scheme):</p> <p>Congratulations and explanation</p> <p>Two button at bottom of rectangle</p>	<p>[Slide Title]</p> <p>Training Completion</p> <p>[Explanation]</p> <p>Congratulations! You have successfully completed the Structured Interview Training!</p> <p>If you would like to take this training again, click the restart button. Otherwise, you can exit the course by clicking the exit button.</p> <p>[Button 1]</p> <p>Restart</p> <p>[Button 2]</p> <p>Exit</p>	<p><i>Congratulations! You have successfully completed the Structured Interview Training!</i></p> <p><i>The skills you learned today will ensure your company hires quality candidates tomorrow!</i></p> <p><i>If you would like to take this course again, click the restart button. Otherwise, you can exit the course by clicking the exit button.</i></p>	<p>Button 1 (restart) will restart the course</p> <p>Button 2 (exit) will exit the course</p> <p>Next/Previous buttons hidden</p>
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