

Strategies for Effective Interviewing

Target Audience: Human Resources recruiters who partner with hiring managers to interview potential employees

Learning Objectives:

1. List the seven strategies for effective interviewing.
2. Identify the key information you need to gather when determining position qualifications.
3. Describe the steps involved in determining the content for the interview.

Seat Time: 20 minutes

Outline:

- | | |
|--|---|
| <ul style="list-style-type: none">• Welcome• Navigation• Introduction• Learning Objectives• Scenario – Determining What You Are Looking For• Strategies – Determining What You Are Looking For• Knowledge Check• Scenario – Preparing for the Interview | <ul style="list-style-type: none">• Strategies – Preparing for the Interview• Knowledge Check• Scenario – Creating a Positive Experience for the Candidate• Strategies – Creating a Positive Experience for the Candidate• Summary• Final Assessment• Congratulations |
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Directions for Reviewers:

- Please enable the “Track Changes” feature within the Review menu so that any edits made can be tracked.
- Additionally, please use the Notes section when providing feedback for each slide or layer listed.
- Please review for content accuracy and ensure all relevant information is captured; note any gaps.

Color Palette:



Fonts:

- **Source Sans Pro Black (headings)**
- Source Sans Pro (body)
- *Segoe Print (avatar narrative)*

Font Colors:

- Black font on all colors in palette

Global Comments:

- Use Modern player in Storyline.
- Slides should have a 16:9 ratio with a size of 960x540 pixels.
- Seekbar should be available for learner on all slides and layers that have audio.
- Notes to the developer appear in [brackets] and should **not** appear as text on the slide.
- Slide numbers that include letters (e.g. a, b, c, etc.) represent layers for that slide.
- All visuals should be illustrative in nature (no photographs); ensure background, images, and avatars come together to create a cohesive look).
- Slide titles should appear similar to the sample provided, with an icon on the left (relating to interviewing).
- For knowledge checks and quizzes, answers appearing in bold are correct [please don't actually bold the text in module].
- Unless otherwise noted, the narration/voiceover is the narrator.

Avatars:

- 3 illustrated style avatars – each will represent a different HR recruiter (vary age, race, and ethnicity; attire should be business or business casual)
 - Darrell – male
 - Maria – female
 - Hayes - female

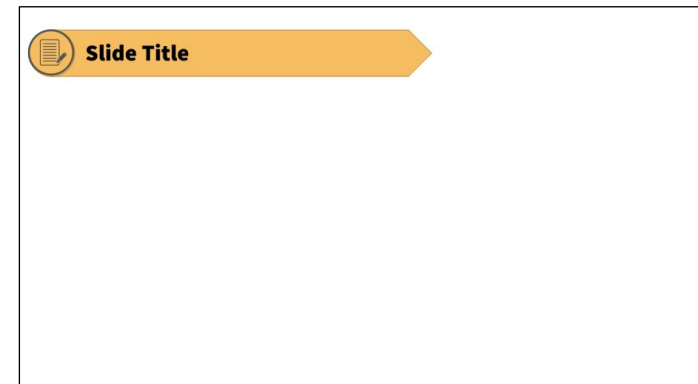
Module Resources/References:

- n/a

Slide Title Sample:



(placement within slide)



Slide 1.1/ Menu Title: <i>Welcome</i>			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image of an interview; slide title is in a large semi-transparent shape filling about one third of the slide. X company logo appears in the upper left corner of the slide.</p> <p>Buttons are aligned vertically with one another.</p>	<p>[Slide Title] Strategies for Effective Interviewing</p> <p>[Buttons]</p> <p>Navigation</p> <p>Start Course</p>	<p><i>Welcome to this course on Strategies for Effective Interviewing. This course has been specially designed for HR recruiters at X company to assist them in creating an effective interview process. Click on the navigation button below to learn how to navigate through this course or click on the start course button to begin.</i></p>	<p>Next button is hidden.</p> <p>Slide title fades in slowly timed with VO reference. Buttons fade in with VO reference.</p> <p>Navigation button jumps to Slide 1.2; Start Course button jumps to Slide 1.3.</p>
Notes:			

Slide 1.2/ Menu Title: <i>Navigation</i>			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Screenshot of the player while on the Navigation Slide (the slide actually shown in the screenshot should have a centered image representing someone thinking or paying attention; text should appear above it that says "Learn how to navigate through this course.")</p> <p>Rectangles with a thick outline and no fill surround each feature of the player (in the screenshot) that is reviewed in the narration; rectangles are sized to fit each feature.</p> <p>Block arrow pointing in the direction of the next button in the actual player (not the screenshot).</p>	<p>[Slide Title] Navigation</p>	<p><i>Let's take a minute to learn how to navigate through this course. On the left is the menu, which shows the topics covered in this course. The title highlighted on the menu indicates the slide you are currently on. At the bottom and to the right of the menu, you will see the play or pause button. Next to that is the seekbar which shows your progress through a particular slide. You can drag the seekbar to go forward or backward within the timeline on a slide. You can also use the restart button to go back to the beginning of the slide. Click on volume control to adjust the volume. Select the accessibility controls to personalize your learning experience. The previous and next buttons will allow you to go backwards or</i></p>	<p>Next button is hidden until block arrow enters slide.</p> <p>Rectangles fade in timed with VO reference.</p> <p>Block arrow enters and grows timed with VO reference.</p>

		<i>forwards in the course. Select the next button now to continue.</i>	
Notes:			

Slide 1.3/ Menu Title: <i>The “Why” (Introduction and Learning Objectives)</i>			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Solid background in color from palette.</p> <p>Image representing questioning / wondering grows in the center of the screen when the timeline starts.</p> <p>Shape with risk text appears on the left side of screen, similar shape with impact text appears on the right side of the screen. There is a right facing arrow between them in the center.</p> <p>Benefits text appears on the left side of screen; image of HR person appears on the right side of the screen.</p> <p>Image representing learning fills left side of screen; learning objectives appear in a rectangle on the right side of screen.</p>	<p>[Slide Title] The “Why”</p> <p>[Risk text] Risks</p> <ul style="list-style-type: none"> • Losing candidates • Hiring candidates that aren’t a fit <p>[Impact text] Impact</p> <ul style="list-style-type: none"> • Ability to meet KPIs • Company’s financial outlook <p>[Benefits text] Benefits</p> <ul style="list-style-type: none"> • Increased effectiveness and productivity • Better working relationships with hiring managers • Improved outcomes • Better able to meet performance goals 	<p><i>You may be wondering why X company has invested in this training for our HR recruiters. It is because X company understands the impact that a good interview process can have on our ability to hire the best people for the positions we have. [1]</i></p> <p><i>A poorly designed interview process will waste both the company and the candidate’s time. The company risks losing great candidates and filling jobs with individuals that aren’t actually a fit for the position. This can have significant long-term implications including affecting a department’s ability to meet key performance indicators and impacting the company’s financial outlook.</i></p> <p><i>[2] While it may be easy to understand an effective interview process is important to the company overall, [3] let’s consider how it is relevant to you as an HR recruiter. The HR recruiters at X company are often working with multiple open positions and hiring managers at any given time. Having a consistent and organized interview process</i></p>	<p>Next button is hidden. Slide advances to 1.4 when timeline ends.</p> <p>[1] Questioning/wondering image fades out.</p> <p>Risk text fades in with VO reference, followed by the arrow, then the impact text fades in timed with VO reference.</p> <p>[2] All fade out.</p> <p>[3] HR image and benefits header text floats in from bottom.</p> <p>Benefits bulleted text floats in from bottom in as each line is referenced by the VO.</p> <p>[4] Image and text fades out. Then learning image fades in, and learning objectives bullets each fade in timed with VO reference.</p>

	<p>[Learning Objectives]</p> <ul style="list-style-type: none"> • List the seven strategies for effective interviewing. • Identify the key information you need to gather when determining position qualifications. • Describe the steps involved in determining the content for the interview. 	<p><i>can increase your effectiveness and productivity in your role. It can also lead to better working relationships with the hiring managers. In essence, it can make your job easier.</i></p> <p><i>The strategies for interviewing that we'll discuss will also contribute to improved outcomes such as getting more qualified candidates hired. This means you'll be more effective in your role as an HR recruiter, and better able to meet your annual performance goals.</i></p> <p><i>[4] Now let's take a moment to review the learning objectives for this course. After completing this Strategies for Effective Interviewing course, you will be able to: list the seven strategies for effective interviewing, identify the key information you need to gather when determining position qualifications, and describe the steps involved in determining the content for the interview. Let's get started.</i></p>	
<p>Notes:</p>			

Slide 1.4/ Menu Title: <i>Scenario – Determining What You Are Looking For</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image is of an interior office. Strategies appear in semitransparent shape.</p>	<p>[Slide Title] Determining What You Are Looking For [Strategies]</p>	<p><i>The first stage of creating an effective interview process is to determine what you are looking for. Three key strategies are understanding the purpose of the interview, determining position qualifications, and avoiding a checklist.</i></p>	<p>Next button is hidden. Slide shows layer 1.4a when timeline ends.</p>

	<p>Understanding the purpose of the interview</p> <p>Determining position qualifications</p> <p>Avoiding a checklist</p>	<p><i>We'll learn more about each of these strategies, but first let's look at the experience of one HR recruiter.</i></p>	<p>Strategies appear timed with VO reference.</p>
<p>Notes:</p>			

Slide 1.4a/ Menu Title:			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer shows through (except strategies are hidden).</p> <p>Darrell avatar is on the left 2/3 of the slide. He has three poses – [1] friendly/greeting [2] talking [3] concerned/disappointed</p> <p>On the right 1/3 of the slide is a solid filled rectangle that the avatar narrative appears in. Use the font indicated for avatar narrative.</p> <p>Ratings text and an image with five individual gold stars replaces the avatar narrative when narrator begins speaking. Gold stars each have one number in them (1 to 5) and have hover states.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Avatar narrative from Narration / Voiceover column]</p> <p>[Ratings text] Rate this Recruiter (1 to 5 stars)</p> <p>[Directions] Click on the number of stars to indicate your rating</p>	<p><i>[Darrell]</i> <i>[1] Hi! My name is Darrell and I was recently paired with a new hiring manager in our Data Technology division and tasked with filling five vacancies in their office, all for the position of data technician.</i></p> <p><i>[2] I didn't have much time to meet with the hiring manager and was given the directive to just get people hired quickly. The hiring manager sent me a job description that was pretty vague and a long checklist of about 25 things they were looking for in a candidate. I used the interview to try to find out if the candidates met all of the qualifications on that checklist.</i></p> <p><i>[3] It was difficult to get a sense of each individual candidate and what they would bring to the position. Also, there seemed to be confusion among the candidates about what the job duties would actually entail. I was only able to fill two of the five vacancies by the deadline and the hiring manager has</i></p>	<p>Avatar pose changes timed with narration and the corresponding narrative text is shown. Text fades out at the end of the section.</p> <p>When learner clicks on any of the stars, jump to layer 1.4b.</p>

		<p><i>expressed concern about the new employees' performance since they've started.</i></p> <p><i>[Narrator] On a scale of one to five, how would you rate this recruiter in terms of facilitating an effective interview process?</i></p>	
Notes:			

Slide 1.4b/ Menu Title:			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Similar look to 1.4a with avatar, and solid filled rectangle on right.</p> <p>Darrell avatar's pose is listening/reflective and faces the rectangle.</p> <p>Within the rectangle is the image of individual stars, but only the number given by the manager appear. Below that is the header and text.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Header]</p> <p>Issues</p> <p>[Text]</p> <ul style="list-style-type: none"> • Vague job description • Long checklist • Lack of fit <p>[Directions]</p> <p>Click next to continue</p>	<p><i>Darrell's manager gave him a rating of 2 out of 5 stars based upon his performance in this scenario. Darrell didn't have the tools he needed to be effective in his recruitment of candidates. The job description was vague, but there was an unreasonably long checklist of qualifications that needed to be met. Darrell was focused on getting candidates in quickly and wasn't able to focus on finding a good fit for the position. This is not the experience we want our recruiters nor our candidates to have in the interview process. There is definitely room for improvement. Let's explore some strategies Darrell can put into practice in the future to create better outcomes.</i></p>	<p>Text fades in timed with VO reference.</p> <p>Next button appears when timeline ends.</p>
Notes:			

Slide 1.5/ Menu Title: <i>Strategies – Determining What You Are Looking For</i>	Objective: 1
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image represents interviewing.</p> <p>Three rectangles at the bottom of the slide aligned vertically with each other, each has hover and visited states.</p>	<p>[Slide Title]</p> <p>Strategies - Determining What You are Looking For</p> <p>[Rectangle Labels]</p> <p>Understanding the Purpose of the Interview</p> <p>Determining Position Qualifications</p> <p>Avoiding a Checklist</p> <p>[Directions]</p> <p><i>Click on each strategy, then click next button</i></p>	<p><i>Click on each of the following strategies to learn about best practices in creating effective interviews. Once you have reviewed all strategies, click the next button to continue.</i></p>	<p>Next button hidden until all layers are visited.</p> <p>When user clicks Understanding the Purpose of the Interview, show layer 1.5a; Determining Position Qualifications, show layer 1.5b; Avoiding a Checklist, show layer 1.5c.</p>
Notes:			

Slide 1.5a/ Menu Title:			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer objects show through.</p> <p>Rectangle appears to have grown vertically; the label is at the top of the rectangle and text fills the rest of the space. The text is arranged creatively with varying font sizes and colors.</p> <p>The word "Fit" should be in the center of the all the words and should be the largest.</p>	<p>[Slide Title and Directions show through from base layer]</p> <p>[Rectangle text]</p> <p>Fit</p> <p>Experience</p> <p>Qualifications</p> <p>Skills</p>	<p><i>The purpose of the interview centers around the idea of fit. Each interviewer should be focused on trying to determine whether a candidate will be able to successfully perform the job. The candidate's experience, qualifications, and skills need to be a fit for what we are looking for in terms of the position we need to fill. Additionally, our company and position need to be a fit for what the candidate is looking for. The</i></p>	<p>"Fit" appears and grows as audio begins, then other text fades in timed with VO.</p>

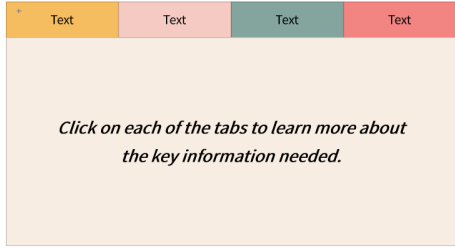
	Company Position	<i>interview is an opportunity for each party to ascertain that fit.</i>	
Notes:			

Slide 1.5b/ Menu Title:			Objective: 1, 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same general visual design as 1.5a.	<p>[Slide Title and Directions show through from base layer]</p> <p>[Rectangle text]</p> <p>Job description</p> <p>Education and experience</p> <p>Technical skills</p> <p>Soft-skills</p>	<p><i>Determining position qualifications is an essential component in creating an effective interview process. If this step isn't done properly, you won't know what you are looking for in a candidate and you could end up hiring individuals that are not actually qualified for the position. The key information you need to gather includes: a detailed job description, the required education or experience, the technical skills needed, and the non-technical or soft skills needed. This step can involve a little more work in order to successfully get the information you need. Let's explore each of the key information in more detail now.</i></p>	<p>Text fades in timed with VO.</p> <p>Other layers are restricted from being clicked on while learner is on this layer.</p> <p>Slide advances to 1.6 when timeline ends on this layer.</p>
Notes:			

Slide 1.5c/ Menu Title:			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same general visual design as 1.5a.	<p>[Slide Title and Directions show through from base layer]</p> <p>[Rectangle text]</p>	<p><i>When recruiting for a position it may seem like a good idea to put together a checklist of all the things you're looking for in a candidate. However, it's easy for the checklist to quickly get out of control and soon you'll be looking for a unicorn</i></p>	<p>Text fades in timed with VO.</p>

	<p>Unicorn candidate</p> <p>Most important qualifications</p> <p>Non-negotiables</p> <p>Nice to have</p>	<p><i>candidate, someone who doesn't exist in real life. You might miss out on hiring some great employees if what you're looking for isn't realistic. Instead of creating a long checklist, identify the most important qualifications. Review the content you create in the determining position qualifications step and come to consensus with the hiring manager about which of those qualifications are the most important. These are your non-negotiables, the things candidates must possess in order to order to be a fit for the position. If you or the hiring manager want, you can also identify things that would be on the "nice to have" list. These will help you differentiate between your top candidates and further clarify fit.</i></p>	
<p>Notes:</p>			

<p>Slide 1.6 / Menu Title: <i>Determining Position Qualifications [hidden from menu]</i></p>			<p>Objective: 2</p>
<p>Visual / Display:</p>	<p>Slide Text:</p>	<p>Narration / Voiceover:</p>	<p>Animation / Interaction:</p>
<p>X button in upper right corner of slide.</p> <p>Button set four-tab interaction fills most of slide. Each tab is a different color of the palette and has hover, selected, and visited states. Tabs positioned next to each other horizontally. Rectangle below the four tabs will show instructions for the interaction (see sample below)</p>	<p>[Slide Title] Determining Position Qualifications</p> <p>[Button Tabs] Detailed Job Description</p> <p>Required Education or Experience</p> <p>Technical Skills Needed</p> <p>Soft Skills Needed</p>	<p><i>Click on each the tabs to learn more about the key information needed. When you have visited all four sections, click on the return button to go back to the main slide.</i></p>	<p>Next button hidden.</p> <p>Return button initial state set to disabled; state changes to normal after all tabs are visited; jumps to Slide 1.5 when user clicks it.</p> <p>X button disabled until all four tabs have been visited. When user clicks X, jump back to Slide 1.5 base layer.</p>

	<p>[Instructions] Click on each of the tabs to learn more about the key information needed.</p> <p>[Directions] When you have visited all tabs, click the X</p> <p>[Buttons] X</p>		
<p>Notes:</p>			

Slide 1.6a/ Menu Title:			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Rectangle color should match tab that is being viewed. Image on the left; select image that corresponds that tab (e.g. job description). Header and bullet points should appear to the right of the image.</p>	<p>[Slide Title and Directions show through from base layer]</p> <p>[Header] Key Points</p> <p>[Bullet points]</p> <ul style="list-style-type: none"> • Discuss what employee will be expected to do • Overview statement • Primary duties • Additional / secondary duties 	<p><i>It is essential that you have a clear and well-defined job description to use when recruiting for the position. The job description should provide an overview of the responsibilities of the position and what the employee will be expected to do. If you receive a vague job description from the hiring manager, work with them to identify key responsibilities and ensure that those are clearly communicated in the document. You don't need to list every specific task that the employee will do, but you should include the primary things they will have responsibility for. Job descriptions should have an overview statement that summarizes the position, a primary duties section that lists the most important</i></p>	<p>Bullet points fade in timed with VO reference.</p>

		<i>responsibilities, and an additional duties section that lists secondary responsibilities.</i>	
Notes:			

Slide 1.6b/ Menu Title:			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual design as 1.6a.	[Slide Title and Directions show through from base layer] [Header] Key Points [Bullet points] <ul style="list-style-type: none"> • Type of degree (also consider field) • Type and length of experience 	<i>When determining position qualifications, you need to consider what education and experience will be required. For example, does the successful candidate need to have a bachelor's degree and should that degree be in a specific field? Is a Masters degree preferred? In addition to education, work with the hiring manager to identify the required experience a candidate should have. Consider both the type and length of experience desired.</i>	Bullet points fade in timed with VO reference.
Notes:			

Slide 1.6c/ Menu Title:			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual design as 1.6a.	[Slide Title and Directions show through from base layer] [Header] Key Points [Bullet points]	<i>Determine what technical skills a candidate needs to perform the responsibilities of the position. Technical skills require an individual to have knowledge, training, and ability to perform specific tasks. Technical skills are often also referred to as "hard skills" and may include things like data analysis, web development, graphic design, CPR, and project management. Ensure that you have an understanding of the necessary</i>	Bullet points fade in timed with VO reference.

	<ul style="list-style-type: none"> • Knowledge, training and ability to perform specific tasks • Proficiency level of that skill 	<i>technical skills for the position. If you aren't familiar with one of the technical skills listed, reach out to the hiring manager to increase your knowledge about it and to better understand the proficiency level a successful candidate should be able to demonstrate with that skill.</i>	
Notes:			

Slide 1.6d/ Menu Title:			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual design as 1.6a.	[Slide Title and Directions show through from base layer] [Header] Key Points [Bullet points] <ul style="list-style-type: none"> • Communication • Problem solving • Emotional intelligence • Adaptability • Critical Thinking 	<i>Non-technical skills or “soft skills” are a key component of position qualifications. In addition to a candidate having the right technical skills for the job, they will also need to rely on other skill sets to be successful. Speak with the hiring manger to gain a clear sense of what soft skills will be required for the position. Consider things like communication, problem solving, emotional intelligence, adaptability, and critical thinking.</i>	Bullet points fade in timed with VO reference.
Notes:			

Slide 1.7/ Menu Title: Knowledge Check			Objective: 1, 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Freeform drag and drop fill in the blank with two attempts. Answer choices appear across the top of the	[Slide Title] Knowledge Check [Directions]	<i>Let's take a moment to review some of what we've covered so far. One of the strategies to use in creating effective interviews is to determine position qualifications. There are</i>	Jump to layer 1.7c if learner gets less than four right on first attempt; jump to layer 1.7b if

<p>slide under the title. Fill in the blank sentences are below.</p> <p>Return answers to start point if dropped outside any drop target; only allow one item in each drop target.</p>	<p>Fill in the blank of each sentence by dragging one of the answer choices to it</p> <p>[Sentences with correct answers]</p> <p>You need to have a clear and well-defined [job description] that discusses responsibilities and what the employee will be expected to do in the role. Determine what [education and experience] are required, such as a Bachelor’s degree or five years working in the field of graphic design. [Technical skills] are also referred to as “hard skills” and may include things like data analysis, web development, or project management. Problem solving, critical thinking, and emotional intelligence are examples of some [non-technical or “soft skills”] that could be included in position qualifications.</p>	<p><i>four key pieces of information that you need to determine when implementing this strategy. Drag each piece of information over to fill in the blank of the sentence that is referring to it. When you are done, click the submit button.</i></p>	<p>learner gets less than four right on second attempt. Jump to layer 1.7a if learner gets all four correct.</p>
<p>Notes:</p>			

Slide 1.7a/ Menu Title:			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Customize success layer to incorporate color palette and only include elements listed in slide text section. Buttons should have same appearance as other buttons in this course.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Header]</p> <p>Great Job!</p> <p>[Score]</p> <p>You got X/4 correct.</p> <p>[Buttons]</p> <p>Continue</p>	<p><i>Great job! You correctly matched all four pieces of information with the sentence that was discussing it. Let's learn about some more strategies to help improve the interview process. Click the continue button below.</i></p>	<p>Continue button fades in timed with VO reference; continue button jumps to Slide 1.8.</p>
Notes:			

Slide 1.7b/ Menu Title:			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same visual design as 1.7b.</p> <p>Show all four sentences with the correct answers underneath their score.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Header]</p> <p>Sorry, that's not right.</p> <p>[Score]</p> <p>You got X/4 correct.</p> <p>[Buttons]</p> <p>Continue</p>	<p><i>Sorry, that's still not right. Here's how the sentences should have been completed. When you are done reviewing the sentences, click the continue button below to learn about some more strategies to help improve the interview process.</i></p>	<p>Sentences with correct answers and continue button fade in timed with VO reference.</p> <p>Continue button jumps to Slide 1.8.</p>
Notes:			

Slide 1.7c/ Menu Title:			Objective: 2
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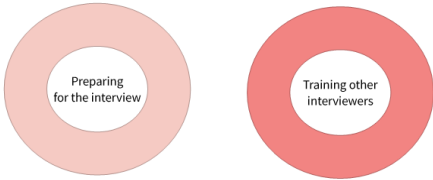
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual design as 1.7b. Hint appears below score.	<p>[Slide Title shows through from base layer]</p> <p>[Header]</p> <p>Sorry, try again.</p> <p>[Score]</p> <p>You got X/4 correct.</p> <p>[Hint]</p> <p>HINT: Look for context clues.</p> <p>[Buttons]</p> <p>Try Again</p>	<p><i>Not quite. You didn't get all of those correct, but let's see if you can do it with another try. Here's a hint: Reach each sentence carefully and look for context clues about which step it's describing. When you are ready, click the Try Again button below to repeat the knowledge check.</i></p>	Hint text floats in from bottom and try again button fades in; all time with VO reference.
Notes:			

Slide 1.8/ Menu Title: <i>Scenario – Preparing for the Interview</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.4 but use a different interior office image.	<p>[Slide Title]</p> <p>Preparing for the Interview</p> <p>[Strategies]</p> <p>Determining the content of the interview</p> <p>Training other interviewers</p>	<p><i>The second stage of creating an effective interview process is to prepare for the interview. Two key strategies are determining the content of the interview, and training the other interviewers. Before we learn about each of these strategies, let's look at the experience of another HR recruiter.</i></p>	<p>Next button is hidden. Slide shows layer 1.8a when timeline ends.</p> <p>Strategies appear timed with VO reference.</p>
Notes:			

Slide 1.8a/ Menu Title:		Objective: 1	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same as 1.4a.</p> <p>Maria has three poses – [1] friendly/greeting [2] talking [3] concerned/disappointed</p>	<p>[Slide Title shows through from base layer]</p> <p>[Avatar narrative from Narration / Voiceover column]</p> <p>[Ratings text] Rate this Recruiter (1 to 5 stars)</p> <p>[Directions] Click on the number of stars to indicate your rating</p>	<p><i>[Maria]</i> <i>[1] Hi! My name is Maria and I was recently assigned to work with a new hiring manager in Information Systems division. That division was looking to fill one vacancy for a Senior Information Systems Auditor, which requires a high level of technical skills. I had a great meeting with the hiring manager where we talked through the position qualifications and they let me know what they were looking for in a candidate.</i></p> <p><i>[2] However, I had a lot on my plate in the days leading up to the interviews and I didn't get to prepare as much as I would have liked. It had been a little while since I met with the hiring manager and the information about the position wasn't fresh in my mind. During the interviews, I frequently stumbled over what questions to ask in order to determine if the candidates met the position qualifications.</i></p> <p><i>[3] I also received some negative feedback from candidates that had gone through second round interviews. Many expressed having a bad experience with the other interviewers and said the questions didn't seem related to the position they had applied for. Despite this, the hiring manager was able to identify a top candidate as well as an alternate they would be comfortable hiring if the first candidate fell through. However, when I extended an offer for the position, both individuals ultimately turned</i></p>	<p>Avatar pose changes timed with narration and the corresponding narrative text is shown. Text fades out at the end of the section.</p> <p>When learner clicks on the stars image, jump to layer 1.8b.</p>

		<p><i>the position down, stating that they had a bad impression of the company based upon their interview experience.</i></p> <p><i>[Narrator] On a scale of one to five, how would you rate this recruiter in terms of facilitating an effective interview process?</i></p>	
Notes:			

Slide 1.8b/ Menu Title:			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same as 1.4b but with Maria avatar.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Header]</p> <p>Issues</p> <p>[Text]</p> <ul style="list-style-type: none"> • Topics for interview not identified • No specific questions prepared • Lack of training for other interviewers <p>[Directions]</p> <p>Click next to continue</p>	<p><i>Maria's manager gave her a rating of 1 out of 5 stars based upon her performance in this scenario. Although Maria did a great job in meeting with the hiring manager to clarify the position qualifications, she didn't put that information to use when preparing for the interview. Maria didn't identify topics to cover during the interview and she didn't prepare specific questions to ask the candidate. She also didn't train the other individuals that would be involved in the interview process. Ultimately, this created a negative experience for the candidates and Maria wasn't able to get the position filled. Once again, this is not an experience we want our recruiters or our candidates to have in the interview process. We can do better by using some specific strategies to create an effective interview process.</i></p>	<p>Text fades in timed with VO reference.</p> <p>Next button appears when timeline ends.</p>
Notes:			

Slide 1.9/ Menu Title: <i>Strategies – Preparing for the Interview</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Use donut basic shape for each strategy; create hover and visited states. Text should appear in the center of the donut (see sample below).</p> 	<p>[Slide Title] Strategies – Preparing for the Interview</p> <p>[Strategies]</p> <p>Preparing for the interview</p> <p>Training other interviewers</p> <p>[Directions]</p> <p>Click on each of the circles below, then click the next button</p>	<p><i>Preparing for the interview can be the hardest part in creating an effective interview process. There are two main strategies you should use to prepare for the interview: determining the content of the interview and training the other interviewers. Click on each of the circles below to learn more about these strategies. Once you have visited both, click on the next button to continue.</i></p>	<p>Next button jumps to Slide 1.12 but is hidden until both donuts (circles) are visited.</p> <p>Preparing for the interview jumps to Slide 1.10; Training other interviewers jumps to Slide 1.11.</p>
Notes:			

Slide 1.10/ Menu Title: <i>Steps for Determining Content [hidden from menu]</i>			Objective: 1, 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Accordion style interaction (vertical layout). When the learner clicks on any of the accordion tabs on the top they will “pop” open to the bottom and display the information for that specific tab.</p> <p>Closed accordion will show on screen to start. Four accordion tabs with text are stacked at the top of the slide under the title; each tab is a different</p>	<p>[Slide Title] Steps for Determining Content</p> <p>[Directions]</p> <p>Click on each tab, then click on the return button</p> <p>[Accordion tab labels]</p>	<p><i>The four steps encompassed in determining the content of the interview are to identify the main topics you want to cover, decide on the specific questions you will ask, establish a plan for assessing technical proficiency, and prepare to follow up as needed. Click on each tab to learn more about these steps. When you have reviewed all four steps, click on the return button to go back to the main slide.</i></p>	<p>Next button is hidden.</p> <p>Return button is disabled until learner visits all tabs; return button jumps back to Slide 1.9.</p> <p>Tabs are restricted until audio ends.</p> <p>Learner is able to click on any other tab in any order (not</p>

<p>color in the palette. Tabs area is connected to a large rectangle below; rectangle outline matches the color used for the slide title shape. In the closed position, there will be a large image filling all of the space within the rectangle. Image should be someone appearing to review a lot of information.</p> <p>Return button appears in the upper right corner of the slide.</p>	<ol style="list-style-type: none"> 1. Identify the main topics you want to cover 2. Decide on the specific questions you will ask 3. Establish a plan for assessing technical proficiency 4. Prepare to follow up as needed <p>[Buttons]</p> <p>Return</p>		<p>restricted) and can revisit any tab; this is true for all layers.</p>
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Notes:

Slide 1.10a/ Menu Title:			Objective: 1, 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[LAYER - Identify the main topics you want to cover]</p> <p>Base layer objects show through.</p> <p>The corresponding accordion tab is now located on the bottom and the large rectangle sits between it and the next accordion tab. Rectangle has outline matches color of corresponding tab. Image fills all of the space within the rectangle. Image should relate to the content for this layer. Overlay color tint (same color as</p>	<p>[Slide Title and Directions show through from base layer]</p> <p>[Text]</p> <p>Overview of the company</p> <p>Main topics to ask the candidate</p> <p>Time for candidate questions</p> <p>Wrap up (next steps)</p> <p>PRO TIP: Main topics should align with most</p>	<p><i>It's important to create a structure for the interview and to consider how much you can cover within the time allocated for the interview. Create an outline for the interview that includes the following sections: an overview of the company and specific position, the main topics you want to ask the candidate about, time for the candidate to ask you questions, and a wrap up that includes information on the search process and next steps. When thinking about the main topics you want to ask the candidate about, keep in mind that these should align with the most important aspects of the position qualifications.</i></p>	

outline) for contrast and add text over the image.	important aspects of position qualifications		
Notes:			

Slide 1.10b/ Menu Title:			Objective: 1, 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[LAYER - Decide on the specific questions you will ask]</p> <p>Same visual design as 1.10a.</p>	<p>[Slide Title and Directions show through from base layer]</p> <p>[Text] Address position qualifications</p> <p>Consult with hiring manager</p> <p>Consider type of question</p> <p>PRO TIP: Use behavioral based questions</p>	<p><i>You need to determine the questions that you will ask during the interview so you can ensure that you are addressing all of the relevant position qualifications and that you make the best use of the interview time. Be sure to consult with the hiring manager to see if there are any specific questions they would like you to ask of candidates.</i></p> <p><i>In addition to considering what you want the question to address, consider the type of question you want to use. Avoid questions that can be answered with a simple yes or no. Use behavioral based questions when appropriate to get a better sense of the candidate's skills and the process they use when addressing an issue.</i></p>	
Notes:			

Slide 1.10c/ Menu Title:			Objective: 1, 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[LAYER - Establish a plan for assessing technical proficiency]</p> <p>Same visual design as 1.10a.</p>	<p>[Slide Title and Directions show through from base layer]</p>	<p><i>When trying to address a candidate's level of proficiency with the technical aspects of the position you may want to give them a sample scenario or problem to solve. Ask them how they would approach the issue</i></p>	

	<p>[Text] Give candidate a scenario or problem to solve</p> <p>Inquire how they would approach the issue and what tools they would use</p> <p>PRO TIP: Pay attention to candidate's depth of understanding</p>	<p><i>and what tools and methods they would use to work through it. Another approach is to have them tell you how they have used specific technical skills in the past to resolve an issue or complete a project. Pay attention to the details they provide and their depth of understanding of any technical skills they discuss.</i></p>	
<p>Notes:</p>			

Slide 1.10d/ Menu Title:			Objective: 1, 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[LAYER – Prepare to follow up as needed]</p> <p>Same visual design as 1.10a.</p>	<p>[Slide Title and Directions show through from base layer]</p> <p>[Text]</p> <p>Seek clarification when needed</p> <p>Ask follow up questions</p> <p>PRO TIP: Practice with a colleague to identify when follow up is needed</p>	<p><i>There may be times when a candidate doesn't answer a question fully, or you need clarification on something they said. This is when you will need to go off script and ask them follow up questions. You may want to practice doing this with another colleague in order to get comfortable with identifying when follow up is needed and how to ask an appropriate follow up question in the moment.</i></p>	
<p>Notes:</p>			

Slide 1.11/ Menu Title: <i>Training the Other Interviewers [hidden from menu]</i>	Objective: 1
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Set up as a process flow chart, with each step in the process leading to the next one (use arrows).</p> <p>Return button appears in the upper right corner of the slide.</p>	<p>[Slide Title] Training the Other Interviewers</p> <p>[Process labels]</p> <p>Schedule meeting with interviewers</p> <p>Provide job description and main position qualifications</p> <p>Provide list of topics and questions</p> <p>Review role as interviewer</p> <p>Discuss how feedback will be used</p> <p>Address any questions</p> <p>Confirm interview logistics</p> <p>[Buttons]</p> <p>Return</p>	<p><i>It is not enough for you to have a structured and well thought out interview process. You must ensure that process extends to other individuals that will be interviewing the candidate.</i></p> <p><i>Before a candidate meets with any other individuals, you should schedule a meeting with those interviewers. You should ensure that the interviewers have a copy of the job description and you should highlight the main position qualifications. Plan to provide them with a list of the topics and questions you and the hiring manager agreed upon.</i></p> <p><i>Review their role as an interviewer and how their feedback will be used in the consideration of whether to hire the candidate. Address any questions they may have.</i></p> <p><i>Lastly, be sure to confirm the interview logistics with everyone. This includes information such as the interview date and time, whether the interview will be in-person or virtual, and who will be interviewing the candidate.</i></p>	<p>Each step in the process fades in timed with VO reference, the following arrow fades in right before next step fades in.</p> <p>Next button is hidden.</p> <p>Return button is disabled until timeline ends; return button jumps back to Slide 1.9.</p>
Notes:			

Slide 1.12/ Menu Title: <i>Knowledge Check</i>			Objective: 1, 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Freeform drag and drop; one attempt. Reveal drag items one at a time.</p>	<p>[Slide Title] Knowledge Check</p>	<p><i>Let's pause for a moment now to check your knowledge. When it comes to determining</i></p>	

<p>Return item to start point if dropped outside CORRECT drop target.</p> <p>Four solid fill large rectangles, each has one of the step descriptions text inside it. Rectangles are each a different color.</p> <p>Steps appear as a rectangle with border but no fill. Rectangle border color should not be the same as any of the drop rectangles.</p> <p>When learner drops the step onto the correct description, the description text disappears and is replaced with a checkmark icon with tinted green background.</p>	<p>[Steps]</p> <p>[1] Identify the main topics you want to cover</p> <p>[2] Decide on the specific questions you will ask</p> <p>[3] Establish a plan for assessing technical proficiency</p> <p>[4] Prepare to follow up</p> <p>[Descriptions]</p> <p>[1] Create a structure for the interview and to consider how much you can cover within the time allocated for the interview</p> <p>[2] Ensure that you are addressing all of the relevant position qualifications and that you make the best use of the interview time</p> <p>[3] give a sample scenario or problem to solve then pay attention to the details they provide and their depth of understanding</p> <p>[4] practice with a colleague to get comfortable in identifying</p>	<p><i>the content for the interview, there are four steps that you need to complete.</i></p> <p><i>Drag each step below to the box containing the corresponding description of what happens in that step. When you've correctly matched a step with its description the box will reveal a green checkmark. If you've got it wrong, the step will return to its original position at the top of the screen and you can try again. Continue until you've revealed all four checkmarks, then click submit.</i></p>	<p>Submit button is restricted until all four checkmarks have been revealed. Submit goes to 1.12a.</p>
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	when clarification is needed and how to address that in the interview		
Notes:			

Slide 1.12a/ Menu Title:			Objective: 1, 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Large celebratory image is centered on screen.	[Slide Title shows through from base layer] [Directions] Click the continue button [Buttons] Continue	<i>Nice work! You were able to match each step with its corresponding description. Each of these steps are important in determining the content for the interview. They will help to provide structure for not only you as the HR recruiter but also anyone else involved as an interviewer. We still have more to learn though. When you are ready, click the continue button below.</i>	Continue button goes to Slide 1.13.
Notes:			

Slide 1.13/ Menu Title: Scenario – Creating a Positive Experience for the Candidate			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.4 but use a different interior office image.	[Slide Title] Creating a Positive Experience for the Candidate [Strategies] Ensuring timeliness Making sure the candidate meets everyone	<i>The final stage of facilitating an effective interview process is to create a positive experience for the candidate. Two key strategies are ensuring timeliness and making sure the candidate meets everyone. We'll learn more about each of these strategies, but first let's take a look at the experience of one more HR recruiter.</i>	Next button is hidden. Slide shows layer 1.13a when timeline ends. Strategies appear timed with VO reference.

Notes:

Slide 1.13a/ Menu Title:		Objective: 1	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.4a. Hayes has three poses – [1] friendly/greeting [2] talking [3] concerned/disappointed	[Slide Title shows through from base layer] [Avatar narrative from Narration / Voiceover column] [Ratings text] Rate this Recruiter (1 to 5 stars) [Directions] Click on the number of stars to indicate your rating	<i>[Hayes] [1] Hi! My name is Hayes and I'm a new HR recruiter that's only been with the company for about six months. I think I have a great understanding of the necessary qualifications for the positions I recruit for, and I've done a lot of work in preparing for the actual interviews, but I've been having trouble with meeting the deadlines for getting positions filled. [2] For the last position I was assigned, I wasn't able to schedule the second-round interviews as soon as I would have liked because everyone's calendars were so full. It was difficult to find a time that worked for everyone. Many of the candidates reached out to me requesting an update on the position status since they hadn't heard anything in a couple of weeks, and I had at least one person take themselves out of consideration because the process was taking too long. [3] Now I'm having a different challenge with the positions I'm trying to fill within our Research and Development division. The hiring manager for those positions didn't let me know all of the people they wanted the candidates to meet with, so now I have to bring the candidates back for additional</i>	Avatar pose changes timed with narration and the corresponding narrative text is shown. Text fades out at the end of the section. When learner clicks on the stars image, jump to layer 1.13b.

		<p><i>interviews. This is going to further delay the process, and I just hope I don't lose any candidates this time.</i></p> <p><i>[Narrator] On a scale of one to five, how would you rate this recruiter in terms of facilitating an effective interview process?</i></p>	
Notes:			

Slide 1.13b/ Menu Title:			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.4b but with Hayes avatar.	<p>[Slide Title shows through from base layer]</p> <p>[Header]</p> <p>Issues</p> <p>[Text]</p> <ul style="list-style-type: none"> • Lack of communication • Bringing candidates back for additional interviews <p>[Directions]</p> <p>Click next to continue</p>	<p><i>Hayes' manager gave her a rating of 3 out of 5 stars based upon her performance in this scenario. Even though she understands position qualifications and has prepared for the interviews, Hayes is struggling to create a positive experience for the candidate. She didn't communicate with candidates when encountering delays in the interview process, and she didn't know about all of the people the candidates needed to meet so she had to bring them back for additional interviews. At least one candidate so far withdrew from the search and possibly others will do so.</i></p> <p><i>Let's explore how we can create a better experience by utilizing the final two strategies for an effective interview process.</i></p>	<p>Text fades in timed with VO reference.</p> <p>Next button appears when timeline ends.</p>
Notes:			

Slide 1.14/ Menu Title: Strategies – Creating a Positive Experience for the Candidate			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Image of a clock with strategy [1] listed under it, both enclosed in a rectangle. Ensure learner can click on any part of the rectangle/image/text; create hover and visited states.</p> <p>Same for strategy [2] except use image of people meeting.</p>	<p>[Slide Title] Strategies – Creating a Positive Experience for the Candidate</p> <p>[Directions] Click on each strategy, then click next</p> <p>[Strategy Headers] [1] Ensuring timeliness</p> <p>[2] Making sure the candidate meets everyone</p>	<p><i>When you are working to create a positive experience for the candidate there are two strategies you should utilize – ensuring timeliness and making sure the candidate meets everyone. Click on each strategy to learn more. Once you have visited both, click on the next button to continue.</i></p>	<p>Next button is hidden until both tabs visited.</p> <p>[1] jumps to 1.14a, [2] jumps to 1.14b.</p>
<p>Notes:</p>			

Slide 1.14a/ Menu Title:		Objective: 1	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Enlarged image of the rectangle/clock/strategy fills the screen like a background but is now partially transparent. Bulleted points appear on top of the image.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Bullet points] Establishing and adhering to timelines</p> <p>Engaging in regular communication</p> <p>Providing updates on any changes to the timeline</p> <p>Make the interview a priority</p> <p>Don't waste anyone's time</p>	<p><i>Ensuring timeliness involves establishing and adhering to timelines, engaging in regular communication with the candidate about their progress in the interview process, and providing updates on any changes to the established timeline. It's important to communicate timelines clearly with everyone involved in the interview process. Work with the hiring manager and other interviewers to ensure that everyone understands the importance of making the interviews a priority in their schedule. It is essential that everything possible be done to avoid having to reschedule interviews. Remember, you shouldn't waste anyone's time – not your own, not that of the hiring manager or other interviewers, and certainly</i></p>	<p>Bullet points fade in timed with VO reference.</p> <p>Hide layer when timeline ends.</p>

	<p>Let candidate know when to expect to hear back from you</p>	<p><i>not that of the candidate. We never want do something that makes the candidate think that we don't value them or their time. When that happens, we risk losing them. Candidates that stand out and are a good match for the positions we are trying to fill are likely in demand with other potential employers as well. Be sure to let the candidate know how long the search is expected to take and when they can expect to hear back from us. If you do encounter a delay, communicate that to the candidate and provide them with an updated timeline.</i></p>	
<p>Notes:</p>			

Slide 1.14b/ Menu Title:			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same design as 1.14a but with strategy 2 visuals.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Bullet points]</p> <p>Meet everyone in single visit</p> <p>Include all decision makers in the interview</p> <p>Avoid having to bring candidate back</p>	<p><i>Make sure the candidate meets everybody they need to in a single visit. It is critical to have all of the decision makers involved in the interview so that when it's completed, a decision on how to proceed can quickly be made.</i></p> <p><i>If we have to bring a candidate back for multiple onsite interviews, that will likely be a frustrating experience for the candidate. They will have to take additional time off from their current job, travel to our company's location, and possibly go through the process of answering the same questions that were asked in the previous onsite visit with other interviewers. Additionally, we run the risk of losing that candidate. The longer</i></p>	<p>Bullet points fade in timed with VO reference.</p> <p>Hide layer when timeline ends.</p>

		<i>it takes for us to get through the interview process, the more likely they will receive an offer from another company.</i>	
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Notes:

Slide 1.15/ Menu Title: Summary Objective: 1, 2, 3

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background image is an open area in an office setting and Darrell, Maria, and Hayes avatars are position across the left two thirds of the screen. To the right is a solid filled rectangle with text.	<p>[Slide Title] Summary</p> <p>[Rectangle text] Understanding the purpose of the interview</p> <p>Determining position qualifications</p> <p>Avoiding a checklist</p> <p>Determining the content of the interview</p> <p>Training the other interviewers</p> <p>Ensuring timeliness</p> <p>Making sure the candidate meets everyone</p>	<p><i>Let's take a moment to review what we've covered in this course on Strategies for Effective Interviewing. You were able hear about the experiences of three HR recruiters - Darrell, Maria, and Hayes - and consider how you would rate their performance. The issues of each scenario were highlighted and we discussed ways to improve that experience.</i></p> <p><i>Specifically, we reviewed seven main strategies you should use in your role as an HR recruiter to create an effective interview process: understanding the purpose of the interview, determining position qualifications, avoiding a checklist, determining the content of the interview, training the other interviewers, ensuring timeliness, and making sure the candidate meets everyone. [1] You also learned about the key information you need to gather when determining position qualifications, and [2] the steps involved in determining the content for the interview.</i></p>	<p>Next button is hidden; slide advances to 1.16 when timeline ends.</p> <p>Avatars appear as they are named in VO. Strategies fade in timed with VO reference.</p> <p>[1] Strategy glows on screen in its current location [2] Strategy glows on screen in its current location</p>

Notes:

Slide 1.16/ Menu Title: Quiz			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image of someone taking a quiz or test. Tinted overlay to ensure contrast for text.</p>	<p>[Slide Title] Quiz [Text] Five questions Score 80% or higher Multiple attempts allowed Click submit for each question [Directions] Click next to start the quiz</p>	<p><i>Now it's time to assess your learning. You will be taking a quiz with five questions. The question type will vary. You must obtain a score of 80% or higher in order to pass. If you do not pass the quiz on the first attempt, you may try again. For each question, you will need to select your answer or answers and then click on the submit button. When you are ready to start the quiz, select the next button below.</i></p>	<p>Text floats in from bottom timed with VO reference.</p>
<p>Notes:</p>			

Slide 1.17/ Menu Title: Quiz Question 1 [hidden from menu]			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image should be generic graphic design that utilizes one of the colors from palette; use for all quiz slides (sample below)</p>  <p>Multiple response quiz question.</p>	<p>[Slide Title] Question 1 [Question] Which of the following are strategies for effective interviewing that you would use when in the first stage of the interview process (Determining What You Are Looking For)? (select all that apply)</p>	<p><i>Which of the following are strategies for effective interviewing that you would use when in the first stage of the interview process (Determining What You Are Looking For)? (select all that apply)</i></p>	

	<p>[Answers]</p> <p>Understanding the purpose of the interview</p> <p>Creating the questions you will ask the candidate</p> <p>Determining position qualifications</p> <p>Avoiding a checklist</p> <p>Setting deadlines for the hiring manager</p>		
<p>Notes:</p>			

<p>Slide 1.18/ Menu Title: Quiz Question 2 [hidden from menu]</p>			<p>Objective: 1</p>
<p>Visual / Display:</p>	<p>Slide Text:</p>	<p>Narration / Voiceover:</p>	<p>Animation / Interaction:</p>
<p>Pick one quiz question.</p> <p>Pairs of strategies appear as having been written in a notebook (three notebooks spread out horizontally for learner to select from).</p>	<p>[Slide Title]</p> <p>Question 2</p> <p>[Question]</p> <p>When are in the stage of Preparing for the Interview, which pair of strategies below should you use?</p> <p>[Answers]</p> <p>Meeting with the hiring manager</p>	<p><i>When are in the stage of Preparing for the Interview, which pair of strategies below should you use?</i></p>	

	<p>Creating a long checklist of requirements ----- Determining the content of the interview Training the other interviewers ----- Reviewing the position qualifications Comparing the salary range to other positions</p>		
Notes:			

Slide 1.19/ Menu Title: Quiz Question 3 [hidden from menu]			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Multiple response quiz question.	<p>[Slide Title] Question 3</p> <p>[Question]</p> <p>When you are in the final stage of the interview process (Creating a Positive Experience for the Candidate), which of the following strategies should you utilize? <i>(select all that apply)</i></p> <p>[Answers]</p>	<p><i>When you are in the final stage of the interview process (Creating a Positive Experience for the Candidate), which of the following strategies should you utilize? (select all that apply)</i></p>	

	<p>Offering the candidate a higher salary than advertised</p> <p>Bringing the candidate onsite to the HR office</p> <p>Ensuring timeliness</p> <p>Making sure the candidate meets everyone</p> <p>Creating a spreadsheet of the candidate's qualifications</p>		
<p>Notes:</p>			

Slide 1.20/ Menu Title: <i>Quiz Question 4 [hidden from menu]</i>			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Pick one quiz question.</p> <p>Three answer choices. Each answer choice should appear as a checklist with the four pieces of key information listed. Use different color backgrounds for each checklist.</p>	<p>[Slide Title] Question 4</p> <p>[Question] Which of the following represents the key information you need to gather when determining position qualifications? <i>(select the correct grouping)</i></p> <p>[Answers]</p>	<p><i>Which of the following represents the key information you need to gather when determining position qualifications? (select the correct grouping)</i></p>	

	<p>A detailed job description Expected compensation Technical skills needed Desired work schedule ----- A detailed job description Required education or experience Desired work schedule Non-technical or soft skills needed ----- A detailed job description Required education or experience Technical skills needed Non-technical or soft skills needed</p>		
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Notes:

Slide 1.21/ Menu Title: Quiz Question 5 [hidden from menu]			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Matching drag and drop quiz question.	<p>[Slide Title] Question 5 [Question]</p>	<p><i>Which of the actions below describe each step involved in determining the content for an interview? (move the actions on the right to match the corresponding steps on the left)</i></p>	

	<p>Which of the actions below describe each step involved in determining the content for an interview? <i>(move the actions on the right to match the corresponding steps on the left)</i></p> <p>[Steps]</p> <p>[1] Identify the main topics you want to cover</p> <p>[2] Decide on the specific questions you will ask</p> <p>[3] Establish a plan for assessing technical proficiency</p> <p>[4] Prepare to follow up as needed</p> <p>[Actions]</p> <p>[1] Create an outline for the interview that includes sections, select subjects and align to important aspects of position qualifications</p> <p>[2] Determine what you will inquire about and how you will do that; use behavioral based queries when appropriate</p> <p>[3] Create a scenario and ask the candidate how</p>		
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	<p>they would work through the issue; pay attention to their depth of understanding</p> <p>[4] Practice with a colleague to get comfortable with identifying when clarification is needed; be ready to ask additional inquiries</p>		
Notes:			

Slide 1.22/ Menu Title: <i>Quiz Results [hidden from menu]</i>			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[results slide]	[Slide Title] Results		Based on learner's score they will automatically see the success layer (80% or higher) or failure layer (less than 80%).
Notes:			

Slide 1.22a/ Menu Title:			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[Success layer]</p> <p>Customize to have similar visual design as rest of course (colors, buttons, etc.)</p>	<p>[Slide Title shows through from base layer]</p> <p>[Header]</p> <p>NICE WORK - YOU PASSED!</p> <p>[Learner's score]</p>	<p><i>Nice work! You passed the quiz. If you would like to take another look at the quiz questions and answers, you may do so by selecting the review quiz option. Otherwise, select the continue button to advance.</i></p>	

	Your score: [X]% [Buttons] Review Quiz Continue		
Notes:			

Slide 1.22b/ Menu Title:			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[Failure layer] Same general visual design as 1.22a.	[Slide Title shows through from base layer] [Header] SORRY, YOU DIDN'T PASS [Learner's score] Your score: [X]% [Buttons] Review Quiz Retry Quiz	<i>Sorry, you didn't pass the quiz. As a reminder, you need to earn a score of 80% or higher to pass. If you would like to take a look at the questions and see which ones you got wrong, you may do so by selecting the review quiz option. When you are ready to take the quiz again, select the retry quiz button.</i>	
Notes:			

Slide 1.23/ Menu Title: <i>Congratulations</i>			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background image related to celebration. Use tinted overlay if needed for contrast with text.	[Slide Title] Congratulations [Text]	<i>Congratulations! You have successfully completed this course on Strategies for Effective Interviewing. The next step is for you to incorporate and apply this information into your daily work as an HR recruiter in order to create an more effective</i>	Next button is hidden. Text grows as it enters; directions and button fade in - all timed with VO reference.

	<p>You have successfully completed this course on Strategies for Effective Interviewing.</p> <p>[Directions]</p> <p>Click exit button to leave the course</p> <p>[Buttons]</p> <p>Exit</p>	<p><i>interview process. If you need to refer back to any part of the course in the future, you will be able to access it from this same location.</i></p> <p><i>When you are ready, click the exit button to leave the course.</i></p>	<p>Exit button uses Exit course trigger.</p>
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