

Design Document

<i>Business Purpose</i>	The client is unhappy with the current interview and candidate selection process. They have found that new HR team members are submitting candidates which lack the required technical skills to be successful without further training. With the client needing to add approximately 2000 members to their technical team, it is important to have the best candidates hired. The goal of the training is to provide specific steps to help the HR team to develop a robust interview strategy which ensures that the selected candidate is appropriate for the role. This will enable the client to effectively use the onboarding time with new employees and reduce unnecessary training.
<i>Target Audience</i>	HR interviewers Hiring Managers may want to complete this course to understand the process which developed the interview strategy.
<i>Training Time</i>	20 minutes
<i>Training Recommendation</i>	The HR team and hiring managers are spread across the United States, therefore a self-paced eLearning course will be the best fit for this training. This enables the team and managers to complete the training when they feel it fits into their day. The eLearning course will provide an HR based workplace scenario along with interactive learning and knowledge checks.
<i>Deliverables</i>	<ul style="list-style-type: none">• Design Document• Storyboard with voice over script• eLearning module developed in Storyline with voice over
<i>Learning Objectives</i>	At the end of this course, learners will be able to: <ol style="list-style-type: none">1. Develop the timeline, job description, a list of skills required and ideal qualities of a candidate.2. Prepare a list of interview questions designed to specifically help you understand if the candidate is a good fit for the role.3. Produce training with interviewers and hiring managers, ensuring that all decision makers are a part of the team.
<i>Training Outline</i>	<ul style="list-style-type: none">• Introduction• Navigation• Objectives• Workplace scenario – 2 characters are discussing the upcoming hiring expected from their team.• LO1<ul style="list-style-type: none">○ Workplace Scenario – characters work together to figure out how they will determine job description, skills, and ideal candidates.○ Interactive related to the process of building the interview strategy which focuses on job description components, skill components, and other aspects of the ideal candidate.○ Knowledge check• LO2

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	<ul style="list-style-type: none">○ Workplace Scenario – characters use the information from the previous scenario understand how to build a series of interview questions specific to a technical job and to ensure the candidate will assimilate to workplace culture and business savviness.○ Interactive related to choosing specific questions that will ensure that candidate answers provide insight about their skills and knowledge.○ Knowledge Check• LO3<ul style="list-style-type: none">○ Scenario – characters discuss which technical team members should be on the interview team, making sure all decision makers are present. Then they will discuss what type of training they need to provide to ensure that interviewers understand the goal.○ Interactive related to training interviewers on which questions to ask and how to dig deeper.○ Knowledge Check• Summary• Graded Quiz• Quiz Results• Conclusion
<i>Assessment Plan</i>	<p>Assessment will include 3 interactive knowledge checks (after LO1, LO2, LO3) and a graded quiz. On each knowledge check, the learner will have 2 attempts to get the correct answer. The graded quiz will have 5 interactive questions. The learner will have 2 attempts to pass the quiz. Question order will be as follows:</p> <ol style="list-style-type: none">1. LO12. LO13. LO24. LO25. LO3