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| *Business Purpose* | X Tech Corporation wants to increase the effectiveness of the interviewing process within the interview team. This training is critical for X Tech to implement, as they are looking to recruit and hire approximately 2000 new employees this year, and they would like to increase the quality (and quantity) of new hires they have been getting in the previous years. Interviewing has been inconsistent and ineffective in the past due to issues with timeliness, preparedness, and questioning techniques.To meet the demands of a growing staff, the interview team needs to be consistent with their questioning, expectations, and strategies used in the interview process. In other words, “how” the interview is conducted needs to be consistent among all staff on the interview panel. The company would like the hiring managers as well as the rest of the interview team to have a more solid understanding of the strategies effective interviewers use. This course will provide all interview panel members with the six effective strategies to implement during the hiring process, through interactive and scenario-based learning. It will take the interviewer on a journey through the eyes of the interviewee himself so they can get a better feel for the two-way aspects of the interview process. Interviewers will get a feel for how various interview strategies can facilitate a more effective interview with the candidate. |
| *Target Audience* | All staff involved in the interview process. (This could include hiring managers, recruiters, and any other members of the interview team.) |
| *Training Time* | 20 minutes |
| *Training Recommendation* | * + - * One eLearning course allowing all employees to access the learning

 remotely, as many of the employees are spread throughout the country. The eLearning course will allow the learner to make choices in real-life interview scenarios in which the learner will interact with  the content and receive feedback.* This course will have a short video representing the “do’s and

 “don’ts” for interviewers.* Introduction to the 6 Interviewing strategies for effective interviews.
* Learner is then taken through 3 scenarios by an avatar,

 Mason, who is interviewing with a tech company. The learner will be able to interact by making choices for the interviewers Mason  interacts with during the interview process and seeing Mason’s  reactions to each one (the correct choice, and the incorrect choice).* Knowledge check
* Final assessment
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| *Deliverables* | * + - * 1 eLearning course
* Developed in Articulate Storyline
* Includes an avatar, Mason, who is looking for a job with a tech company (male in his 30’s)
* Includes voice-over narration for a narrator and avatar Mason
* Includes scenario-based learning in which Mason, the interviewee, takes the learner (the interviewer) through the experience of interviewing.
* Short video in Vyond integrated to model “do’s” and “don’ts” for interviewers
* Final evaluation
* Storyboard
* Job aid (highlighting the 6 interview strategies)
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| *Learning Objectives* | * Explain the importance of interviewing candidates.
* Recognize the 6 strategies for effective interviewing.
* Apply the 6 interviewing strategies to real life scenarios.
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| *Training Outline* | * **Introduction**
* Narrator welcomes the learner to the course and explains that interviewing effectively and being conscious of the strategies you use to conduct the interview process can be crucial to finding and hiring the best candidates.
* **Importance of Interviewing**
* Learner explores reasons why interviewing strategies are essential to the hiring process.
* You will be prepared.
* You will find the right person to do the job.
* You will find the right person to fit in with the culture of your company.
* Quality and quantity of staff growth will increase.
* **Meeting Mason** (a frustrated interviewee)
* Narrator introduces us to Mason, who is about to interview for a position at a tech company and has been preparing himself for the interview the past week.
* Mason explains his frustrations of interviewing lately.
* Some interviewers do not seem to know what they are looking for.
* Some interviewers have canceled on him and then it is difficult to reschedule as he is interviewing with multiple companies.
* Some interviews have been too focused on the work and he doesn’t feel valued as a person.
* Mason expresses that all these frustrations mean that he hasn’t found the right company for him just yet.
* **Effective Interviewing Strategies**
* Learner gets an overview of the 6 effective strategies for the interview process.
* **Preparedness**- have your questions ready, and your timeline for hire dialed in
* **Setting your purpose-** decide on why you need this position filled and how you plan to conduct the interviews as a team
* **Timeliness-** set interview dates with your candidates and stick to them, decide on a timeline for hire and abide by it as closely as possible
* **Know what you are looking for-** Make a list of must-haves for each candidate and create questions that will help you narrow down the best person for the job
* **Strategic Questioning**- Use planned questions, but also be willing to improvise the conversation to help find a match of skills and business culture
* **Work as an interview team**- all interviewers must be on the same page, be trained thoroughly in the 7 strategies, and be introduced to the candidate during the interview
* **Knowledge Check**
* Drag and Drop- learner matches descriptions of interviews to either “effective” or “non-effective” along with avatar Mason’s explanations of his personal interview experiences.
* **Interview Scenario #1**
* [working as an interview team]: Mason arrives to a rescheduled interview and finds out that the hiring manager could not be present. He interviews with a different member of the hiring team and then finds out he needs to return at a different date to interview with the manager and the rest of the team.
* Choices for the Learner: How could this situation have been avoided? Learner chooses the best response from two possibilities.
* **Interview Scenario #2**
* [strategic questioning]: Mason is asked if he can explain his experience with using Design Patterns. He answers and then proceeds to explain how that connects with his knowledge of other programs that he has used. The interviewer seems disinterested and interrupts by asking him a totally unrelated question.
* Choices for the learner: How could the interviewer have questioned Mason differently to find out whether he would be a good fit for the company? Learner chooses the best response from two possibilities.
* **Interview Scenario #3**
* [preparedness]: Mason can tell the interviewer is not prepared to conduct this interview. The questions seem unrelated to the position and then he is just asked to take a coding test without any further interview questions to validate his ability to fit in with the company or perform the job.
* Choices for the learner: What could the interviewer have done differently in this situation to interview Mason more effectively? Learner chooses best response from two possibilities.

 * **Summary –** Short Vyond video highlighting the “do’s” and “don’ts” of interviewing a candidate
* **Assessment-** see plan below
* **Resources-** Job aid graphic of the 6 strategies of an effective interviewer
* **Congratulations**
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| *Assessment Plan* | * 5 assessment questions
* Learner must score an 80% or higher to pass
* Learner will have the option to review and retry the quiz if they do

 not pass* Question Types:
* Multiple choice: Which is an example of why it is important to be prepared when interviewing candidates? (Objective #1)
* 3 scenario-based questions for learner to choose the appropriate response (Objective #2)
* Multiple choice: Which are strategies for effective interviewing? (Objective #3)
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