Design Document
Company X Hiring Training

Business Purpose	Client X has the need to hire 2000 new technical employees this year, but the company's current hiring process is weak and is lacking the structure needed to hire the quantity and quality of candidates the company desires. The company needs training that will establish a streamlined and reproducible hiring process so that all involved members of the hiring team(s)are able to follow company expectations for hiring quality candidates in a timely manner.
Target Audience	All client X hiring team members; HR interviewers and Hiring Managers. Secondary audience members may include Recruiters.
Training Time	20 minutes
Training Recommendation	One e-Learning course allowing employees to access the learning remotely as many of the employees are spread around the country. The e-Learning 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. The learner will be engaged with video scenarios and real-life content video allowing the learner to understand company desired outcomes for interview preparation and the resulting interviews. A job aid Pdf will be created for outlining standard procedures learned in this training for future reference.
Deliverables	1 Storyboard with script for video and audio narration 1 e-Learning module • 25 minutes • Developed in Articulate Storyline • With Vyond Videos and characters • Includes Voice Over Narration • Published in LMS compliant format 1 Job Aid

Learning Objectives	1. Differentiate the roles of key members of the hiring team. 2. Demonstrate company timeline expectations for the hiring process. 3. Determine the skills needed for a posted job. 4. Define the role of the ideal candidate for a job posting. 5. Identify appropriate questions aligned with the skills needed for posted jobs.
Training Outline	**Introduction:** • Animated video scenario using a "bad" example of hiring interview. There has been no communication on who's responsibility it is to do what part of the preparation and who will be asking any/all of the questions. Candidate for the position appears very prepared and skilled; leaves interview confused and dismayed by the lack of organization at hiring company. • Learner questioning: what went wrong here? (theoretical) **Objectives:** explained as part of a 5-step prep for hiring interviews. • 5 clickable colorful bubbles; each holding one objective that pops up/displays information in order outlined above. **Differentiating Key Member Roles on the Hiring Team:** Vyond video introducing section using narrator and three animated characters for each position. • HR Interviewer • Hiring Manager • Recruiter(s) • Assessment for this section: drag and drop interaction or matching roles to members. **Timeline Expectations for Hiring Process:** Vyond video using narrator and three earlier introduced character images to introduce this section. • From Recruiter handoff to First call • From First Contact with Potential Employee to Scheduled Interview • From Interview to Follow-up/Decision Call Back • Assessment for this section: Scenario based questions – for example, given the imagined date of recruiter hand-off, mark the date on the calendar that the first call to the potential employee should be made. Use same calendar for Scheduled Interview and Follow-up/Decision Call Backs **Determining Skills Needed for Job Posting:** Vyond narrator character introducing this section, simulation on company software for database,

sample skills checklist for discussion with project managers and department heads

- HR Database
- Project Managers
- Department Heads
- Assessment for this section: interactive matching for example job posting.

Defining the Role of the Ideal Candidate: Vyond video with HR interviewer and hiring manager posing questions about how to create the "perfect" role definition to prepare for his/her interview to introduce this section.

4 clickable bubbles that highlight the technical experience/skills most desired/needed (based on job description).

- Traits of highly effective employees within the team (based off team leaders, management, and other data points.
- Traits that complement the team's current skillset (based off current team leader(s)' input.
- Company culture: short video by company president or other chosen Employee?
- Assessment for this section: scenario-based quiz with sample position and possible choices for ideal role definition (choose many items to include), two scenarios, correct answers will show list of correct choices while incorrect answers will default to try again.

Identifying Appropriate Interview Questions: Vyond characters posing the question of how to take the previously learned information to create interview questions.

- Begin with job description in HR: sample job description highlighting key words that serve as starting point for interview questions.
- Utilize candidate's proposed role on team to determine must have skills.
- Identify transferrable skills from candidate's previous work history.
- Crosscheck technical questions with team leaders or other current employees with high level understanding of role for accuracy and context.
- Creating the questions with sections for interview notes: two scenarios using job postings, previously determined must have skills, company culture, and sample resume, list of possible questions – check all that apply.
- Assessment for this section: scenario-based questions – choose many questions based on sample job description, must have skills defined through discussion and company culture.

	Optional Review Slide before quiz.
Assessment Plan	**5 knowledge checks** • one after each section • two attempts with corrective feedback on each attempt • ungraded **1 final quiz** • multiple attempts • 80% or better score to pass • Feedback given at the end of quiz • Option to return to review slide before re-taking the quiz.