

Interviewing Strategies - Design Document

Business Purpose	Company X is having difficulty with hiring new members of their technical team. They are not happy with the quality or quantity of hires they are currently getting. The hiring team consists of managers and recruiters who range in experience from long-term employees with technical experience, to newer additions with an HR background. The hiring team is unsuccessful in procuring candidates for open positions. Company X needs a successful interviewing strategy that will result in successfully finding the best candidates. This training will provide the hiring team with the ability to select questions from 3 different areas to gain the most out of new hire interviews.
Target Audience	This training is for hiring teams made up of HR interviewers and hiring managers who interview potential employees.
Training Time	20 minutes of level 2 eLearning
Training Recommendations	<ul style="list-style-type: none">● The hiring teams are spread across the US. The background of the hiring team ranges from high technical knowledge with little HR background, to high HR background with low technical knowledge. For this reason, an eLearning module would be the best course of action.● 1 eLearning course● Throughout the course the learner will:<ul style="list-style-type: none">○ Be exposed to the different types of interview questioning○ Sort the types of interview questions into categories○ Choose the best mode of questioning to produce the best hiring results.● Through the use of learning a new topic (types of questions) practicing sorting the types of questioning (applying) and choosing the best questions for the interviewing scenario (practice) the interviewing team will be proficient in curating a successful interview strategy and closing the interviewing skill gap.● A knowledge check (KC) will be placed between each topic.● The avatar will provide helpful tips and reminders throughout the course.● Final evaluation
Deliverables	<ul style="list-style-type: none">● 1 eLearning course<ul style="list-style-type: none">○ Storyboard○ Developed in Articulate Storyline○ Includes voice-over narration○ Includes branching scenarios○ Includes avatars○ Final Evaluation

Learning Objectives	<ul style="list-style-type: none"> ● Identify the types of questions appropriate to include in an interview. ● Categorize the types of questions to create a bank of questions that will help the team maximize their interview time. ● Distinguish between the types of interview questions that help the team create a well-rounded interview.
Training Outline	<p>Introduction</p> <ul style="list-style-type: none"> ● Welcome ● Navigation ● Introduction to Interview Questions ● Objectives <p>Topic: Identifying appropriate question topics</p> <ul style="list-style-type: none"> ● Behavioral ● Situational ● Career Development ● KC <p>Topic: Types of questions</p> <ul style="list-style-type: none"> ● Given a scenario, decide which category the type of questioning falls under ● KC <p>Topic: Constructing interview questions</p> <ul style="list-style-type: none"> ● Create a list of questions that will promote the best outcome and produce a new hire <p>Final Assessment</p> <ul style="list-style-type: none"> ● 5 Questions <ul style="list-style-type: none"> ○ One for Objective 1 ○ Two for Objective 2 ○ Two for Objective 3
Assessment Plan	<p>The questions will reflect each of the objectives. The questions in the assessment will vary between multiple choice and multiple responses. The assessment will include one question for objective 1 and two questions for objectives 2 and 3. The learner must receive 80% passing on eLearning module assessment to be considered proficient.</p>