

Module Title: Effective Interviewing Skills

Target Audience: The primary audience for this training is employees responsible for conducting interviews for *Sialis Industries*. This includes recruiters and hiring managers. The secondary audience is supervisors or other key employees who will meet with job candidates during interviews.

Learning Objectives:

1. Identify strategies you can use to prepare for and conduct an effective interview.
2. Apply effective interviewing strategies in a scenario-based mock interview.

Seat Time: Approximately 20 minutes

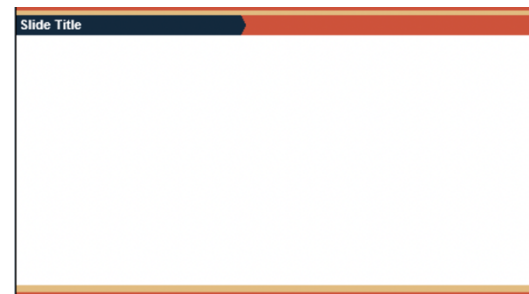
Outline:

- Welcome
- Navigation
- Learning Objectives
- Scenarios Introduction
- Interview Scenario #1
- Why Was This Interview Unsuccessful?
- Know Your Goals
- Interview Scenario #2
- Why Was This Interview Unsuccessful?
- Timeliness Matters
- Interview Scenario #3
- Why Was This Interview Unsuccessful?
- Ask the Right Questions
- Summary
- Quiz
- Results
- Congratulations

Color Palette:



Standard Slide Layout:



Font: Arial

Avatars: **Kim**- narrator; female; business casual/corporate dress
James- interviewer; male; business casual/corporate dress
Aliyah- interviewer; female; business casual/corporate dress
Shawn- job candidate; business casual/corporate dress

Module Resource: 1 page Job Aid (PDF): Effective Interviewing Quick Reference

Global Comments:

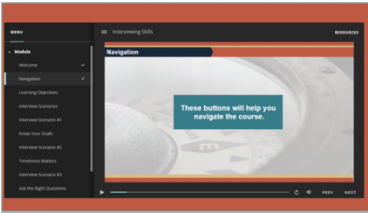
- Unless otherwise noted, all slides will follow the standard slide layout and use the custom color palette
- Text on dark backgrounds should be white; text on light backgrounds should be black or a dark palette color; titles and headings will be **bolded** for emphasis
- Use the Modern Player in Storyline; the seek bar will be visible and controllable for learner on all slides and layers containing audio
- The Player Menu will be visible on the left
- Slide numbers with letters (ex 1.5a) indicate layers for the corresponding slide number
- Text within [brackets] will not appear on the slides or be recorded in the Voiceover (VO)
- **Correct answers** for Module and Quiz questions are indicated in the Storyboard with **bold** type.

Directions:

Reviewers: Please use the Review function in Microsoft Word to leave feedback on this document. Pay careful attention to the **slide text** and **narration** columns to confirm **clarity**, **accuracy**, and **completeness**. If you would like to make specific changes to audio or text, please include it exactly as you'd like it to appear.

Slide 1.1/ Menu Title: Welcome			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Standard slide layout but without the wide orange or blue title bars at the top of the slide. The thin gold and orange bars at the top and bottom of the slide are present. Background image: stock image representing an interview in progress; photo is semi-transparent. It fills the entire slide and sits behind the bars at the top and bottom of the slide.	[Slide Title] Effective Interviewing Skills [Buttons] START NAVIGATION	[Kim] Welcome to this course on “Effective Interviewing Skills”. As a valuable member of our hiring team, it is essential that you make efficient and informed decisions when interviewing applicants for positions at <i>Sialis Industries</i> . If you are ready to begin the course, click on the start button. If you would like to watch a navigation tutorial first, click on the navigation button.	The title circle will enter with a “grow” animation that is timed with VO. The custom start and navigation buttons fade in at the same time timed with VO. Navigation button will jump to Slide 1.2 Start button will jump to Slide 1.3.

<p>Slide Title is within a large semi-transparent circle on the left half of the slide. <i>Sialis</i> company logo is inside the circle below the Slide Title.</p> <p>Custom Start and Navigation buttons are rectangles of the same palette color. They are centered on the right half of the slide.</p>			
Notes: The Player Previous and Next buttons are disabled on this slide. Learner will use custom buttons to progress.			

Slide 1.2/ Menu Title: Navigation			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Solid background with a screenshot of the Modern player on top. Player photo takes up most of the slide. In the area where the slide is in the Player image, there should be a slide with the standard layout with Navigation in the title bar.</p>  <p>A rectangle containing the instructions is centered on the slide image.</p>	<p>[Slide Title in Player image] Navigation</p> <p>[Instructions] These buttons will help you navigate the course.</p> <p>[Arrow Labels] Previous Next Sound Replay Seek Play/Pause Menu Resources</p>	<p>[Kim] To move backward and forward in the course, select the previous and next buttons. If you would like to adjust the sound, select the sound button. If you would like to replay an entire slide, select the replay button, or adjust the seek bar at any time to review a portion of the slide. If you need to pause the course, press the play/pause button. If you want to navigate to a different section of the course, select the topic from the menu on the left. To access additional course resources, click the Resources tab. Let's get started. Select the next button to continue.</p>	<p>Labeled arrows will fade in timed with their references in the VO.</p> <p>When the VO says "Let's get started..." all arrows will fade out.</p>

Arrows the same color as the Instructions rectangle point to player features in the screenshot. Arrows are labeled with name of the feature they point to.			
Notes: Player previous and next buttons are available during the entire duration of the VO so the learner can advance when they choose to.			

Slide 1.3/ Menu Title: Learning Objectives			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: stock photo of a plain wall and floor. Photo takes up the whole screen. Top and bottom borders are on top of the photo.</p> <p>At the beginning of the slide, Kim Avatar (narrator) is on the far left . The Avatar has two poses: [1] facing the learner with a neutral/pleasant expression; [2] facing to the right appearing to look at the learning objectives along with the learner.</p> <p>Caption bubbles will display the Caption text.</p> <p>Each learning objective will appear in a separate rectangle on the right half of the slide. Rectangles will use a palette color.</p> <p>Instructions are centered at the bottom of the slide.</p>	<p>[Slide Title] Learning Objectives</p> <p>[Caption 1] My name is Kim, and I will be your guide. This training will provide you with techniques you can use throughout the interview process to make successful hiring decisions.</p> <p>[Caption 2] After completing this course, you will be able to:</p> <p>[Learning Objectives] Identify strategies you can use to prepare for and conduct an effective interview</p> <p>Apply effective interviewing strategies in a mock interview scenario.</p> <p>[Instructions] Click Next to continue.</p>	<p>[Kim] [1] My name is Kim. I will be your guide throughout this course. This training will provide you with techniques you can use throughout the candidate interview process to make successful hiring decisions.</p> <p>[2] After completing this course, you will be able to: identify strategies you can use to prepare for and conduct an effective interview; and apply effective interviewing strategies in a mock interview scenario.</p>	<p>Kim avatar begins in pose [1].</p> <p>Captions will fade in timed with the VO.</p> <p>When the VO says, “After completing this course...” the Kim avatar will change to pose [2].</p> <p>The learning objectives rectangles will fly in from the bottom of the slide at the same time. They will be timed with their reference in the VO.</p> <p>Instructions to select Next button will fade in as VO completes.</p>
Notes: Next button will be hidden until VO completes.			

Slide 1.4/ Menu Title: Interview Scenarios			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same background photo used in Slide 1.3.</p> <p>Kim avatar is on the far left (as in Slide 1.3). She is facing to the right and pointing in that direction.</p> <p>Three identically-sized rectangles appear to the right of Kim. Each rectangle is a different palette color.</p> <p>Each rectangle is labelled and contains a simple black and white icon below the label. A bullseye icon is used for the first rectangle, a clock icon for the second rectangle, and a checkmark for the third rectangle.</p> <p>Caption bubbles will display the Caption text. Bubbles will appear to the right of Kim and above the 3 rectangles.</p> <p>Instructions are centered below the 3 buttons.</p>	<p>[Slide Title] Interview Scenarios</p> <p>[Rectangle Labels] Interview #1 Interview #2 Interview #3</p> <p>[Caption Text] Let's examine three examples of interviews that did not lead to a successful hire. We will identify why each interview was not successful and then learn strategies to employ to keep you from making the same mistakes.</p> <p>Click on each button below. When you are finished viewing all of the interview scenarios, click the Next button to continue.</p> <p>[Instructions] After visiting all scenarios, click Next to continue.</p>	<p>[Kim] Let's examine three examples of interviews that did not lead to a successful hire. We will identify why each interview was not successful and then learn strategies to employ to keep you from making the same mistakes.</p> <p>Click on each button below. When you are finished viewing all of the interview scenarios, click the Next button to continue.</p>	<p>Captions and Instructions will fade in timed with the VO.</p> <p>This is the home slide for a branching to three slides, one for each Interview Scenario.</p> <p>The rectangles for each interview scenario will serve as custom buttons. When the learner clicks each one, they will jump to the corresponding slide.</p> <p>Interview #1 button: jumps to Slide 1.5 Interview #2 button: jumps to Slide 1.7 Interview #3 button: jumps to Slide 1.9</p> <p>The learner will return to this "home" slide after visiting each set of scenario slides.</p> <p>The rectangles will have visited states so when the learner returns to this slide, it is clear which scenario(s) they've already viewed.</p>
Notes: The Next button is hidden until learner visits all 3 interview scenarios. Learner will then jump to slide 1.11 when next button is clicked.			

Slide 1.5/Interview Scenario #1			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: stock photo of an office meeting area. Photo fills the screen and is behind top and bottom borders.</p> <p>Each Avatar has 2 poses: James: pose 1, facing to the left and speaking; pose 2, facing to the left and frustrated Aliyah: pose 1, facing to the left and speaking; pose 2, facing to the right and frustrated Shawn: pose 1, facing to the right, listening; pose 2, facing learner and thinking</p> <p>James and Aliyah are on the right of the slide; Shawn is facing them on the left of the slide.</p> <p>Captions and thought bubbles will appear in-between the avatars in the center of the slide.</p> <p>A rectangle containing the instructions text is centered at the bottom of the slide. A question mark icon is centered below this rectangle.</p>	<p>[Slide Title] Interview Scenario #1</p> <p>[Caption Text] [1] Thank you for meeting with us, Shawn. We are interviewing for a senior engineering technician position, which usually requires 6-8 years of relevant experience. [2] Wait, I thought we were interviewing for an entry level junior technician.... [3] Oh, uh...let me call the Human Resources office to double check what the job description said. One moment please... [4] Wow, if they don't even know who they want to interview, will they be attentive to me as an employee? I don't think I want to work for a company like this.</p> <p>[Instructions] Click the question mark below to continue.</p>	<p>[James; pose 1] [1] Thank you for meeting with us, Shawn. We are interviewing for a senior engineering technician position, which usually requires 6-8 years of relevant experience.</p> <p>[Aliyah; pose 2] [2] Wait, I thought we were interviewing for an entry level junior technician....</p> <p>[James; pose 2] [3] Oh, uh...let me call the Human Resources office to double check what the job description said. One moment please... [Shawn; pose 2] [4] Wow, if they don't even know who they want to interview, will they be attentive to me as an employee? I don't think I want to work for a company like this.</p> <p>[Kim] Click the question mark to continue.</p>	<p>Captions will fade in timed with the VO.</p> <p>Instructions rectangle and question mark icon will fade in timed with the VO.</p> <p>When the learner clicks the question mark, they will jump to layer 1.5a</p>
Notes: The next button is hidden on this slide until the learner clicks on the correct answer in layer 1.5a. The learner advances to slide 1.6 when the next button is clicked.			

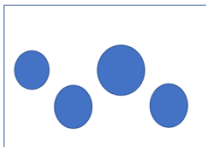
Slide 1.5a			Objective: [#]
Visual / Display:	Layer Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layer uses same background photo and top and bottom borders as the base layer.</p> <p>Question appears in a rectangle centered at the top of the slide.</p> <p>The answer choices appear below the question in three separate rectangles.</p>	<p>[Question Text] Why do you think this interview was not successful? Choose an option from the answers below.</p> <p>[Answer Choices] [1] Shawn really wanted a senior position at the company. [2] Shawn was turned off because the interviewers were not on the same page regarding the job description. [3] I am not sure.</p> <p>[Clicked state text for correct answer rectangle] That's right! Click the Next button to continue.</p> <p>[Clicked state text for incorrect answer rectangles] Incorrect. Try Again!</p>	<p>[Kim] Why do you think this interview was not successful? Choose your answer from the options below.</p>	<p>Each answer rectangle will have 3 states: (1) normal state containing the answer choice text; (2) a hover state; (3) a custom clicked state.</p> <p>The clicked state for the correct answer will direct the learner to click the next button. The clicked state for the incorrect answer choices will say "Incorrect. Try Again!"</p> <p>The next button will appear when the learner clicks the correct answer and the state of that rectangle changes to clicked. The next button will remain hidden if the learner clicks an incorrect answer rectangle.</p>

Slide 1.6/Know Your Goals			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Standard slide layout with a solid, light-colored background.</p> <p>Slide Text is centered at the top of the slide.</p> <p>Strategies appear below the slide text.</p> <p>There is a checkbox icon to the left of each strategy.</p> <p>Instructions are on the bottom right of the slide.</p>	<p>[Slide Title] Know Your Goals</p> <p>[Slide Text] Good preparation is key to an effective interview.</p> <p>[Strategies text] [1] Develop a detailed job description [2] Avoid vague, inaccurate, or unrealistic qualifications [3] Make sure all decision-makers are on the same page [4] Prepare questions that assess technical and non-technical qualifications</p> <p>[Instructions] Click Next to continue.</p>	<p>[Kim] The work a hiring team does before conducting interviews is just as important as the work they do during the actual interview. In competitive job markets, having a detailed job description can be the key between attracting top talent and not filling a position. Job descriptions convey specific expectations to potential candidates and help you identify the most qualified individuals for the position. Avoid using vague language, inaccurate information, or setting unrealistic expectations in the job description.</p> <p>It is also crucial that everyone is on the same page regarding what to look for in an applicant. All key employees involved in the hiring process should agree upon the job description and know which skills to evaluate the candidate on prior to the actual interview.</p> <p>Finally, the hiring team should prepare a list of questions ahead of time that not only assess technical skills, but also evaluate how well a candidate may fit with the culture and dynamics of the company.</p>	<p>Strategies will fly in one by one from the left of the slide timed with their references in the VO.</p> <p>Instructions fade in as the VO completes.</p>
Notes: Next button is hidden until VO completes. Slide jumps to slide 1.4 when learner clicks next.			

Slide 1.7/Interview Scenario #2			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: stock photo of a living room area. Photo fills the screen and is behind top and bottom borders.</p> <p>Shawn avatar is facing the learner and checking his watch</p> <p>Caption text appears to Shawn's right in thought bubbles.</p> <p>A rectangle containing the instructions text is located on the bottom right of the slide. A question mark icon is placed to the right of this rectangle.</p>	<p>[Slide Title] Interview Scenario #2</p> <p>[Caption text] It's been 3 weeks since I interviewed at <i>Sialis Industries</i> and I still haven't heard anything back. I really want that job, but I've already received a great offer from another company even though I interviewed with them a week after Sialis....</p> <p>[Instructions] Click the question mark to continue.</p>	<p>[Shawn] It's been 3 weeks since I interviewed at <i>Sialis Industries</i> and I still haven't heard anything back. I really want that job, but I've already received a great offer from another company even though I interviewed with them a week after Sialis....</p> <p>[Kim] Click the question mark to continue.</p>	<p>Captions will fade in timed with the VO.</p> <p>Instructions rectangle and question mark icon will fade in timed with the VO.</p> <p>When the learner clicks the question mark, they will jump to layer 1.7a</p>
<p>Notes: The next button is hidden on this slide until the learner clicks on the correct answer in layer 1.7a. The learner advances to slide 1.8 when the next button is clicked.</p>			

Slide 1.7a			
Visual / Display:	Layer Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layer uses same background photo and top and bottom borders as the base layer.</p> <p>Question appears in a rectangle centered at the top of the slide.</p> <p>The answer choices appear below the question in three separate rectangles.</p>	<p>[Question Text] Why do you think this interview was not successful? Choose an option from the answers below.</p> <p>[Answer Choices] [1] The interviewers are taking way too long to</p>	<p>[Kim] Why do you think this interview was not successful? Choose your answer from the options below.</p>	<p>Same as Slide 1.5a</p>

	contact Shawn with a decision. [2] Shawn just got impatient and blew his chance at his dream job. [3] I am not sure.		
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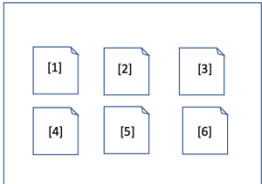
Slide 1.8/Timeliness Matters			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Standard slide layout with a solid, light-colored background.</p> <p>Strategies appear in 4 individual circles of two alternating palette colors. The circles are different sizes and are laid out in a zig zag pattern across the slide:</p>  <p>Instructions are on the bottom of the slide.</p>	<p>[Slide Title] Timeliness Matters</p> <p>[Strategies text] [1] Act quickly and decisively [2] Respect the candidate's time [3] Make sure all decision-makers are available [4] Build an interview itinerary</p> <p>[Instructions] Click Next to continue.</p>	<p>[Kim] It is important to remember that high quality candidates are going to be in demand in today's competitive job market. You must act quickly and decisively when making hiring decisions if you want to secure strong applicants. You also want to respect a candidate's time—make sure everyone the candidate needs to meet is available when the interview is scheduled. You don't want to make a candidate visit multiple times because a key decision-maker is on vacation or out of the office for the day. Building an itinerary that details when a candidate will meet with all key decision-makers will help the interview run smoothly and efficiently. This will facilitate making hiring decisions quickly.</p>	<p>Each circle will enter the slide with a "grow" animation timed with the reference in the VO.</p> <p>Instructions fade in as the VO completes.</p>
Notes: Next button is hidden until VO completes. Slide jumps to slide 1.4 when learner clicks next.			

Slide 1.9/Interview Scenario #3			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: stock photo of an office/meeting room. Photo fills the screen and is behind top and bottom borders.</p> <p>James and Aliyah avatars are on the right of the slide facing to the left. They appear to be speaking.</p> <p>Shawn avatar has 2 poses: pose 1 is facing to the right appearing to listen; pose 2 is looking up at the learner and thinking.</p> <p>Shawn avatar begins in pose 1 and transitions to pose 2 when the VO says [6] “Why are they asking me about these things...”</p> <p>Caption/thought bubble text appears in the center of the slide.</p> <p>A rectangle containing the instructions text is centered at the bottom of the slide. A question mark icon is centered below this rectangle.</p>	<p>[Slide Title] Interview Scenario #3</p> <p>[Caption text]</p> <p>[1] Crazy weather we’ve been having lately...</p> <p>[2] Yes, I suppose so.</p> <p>[3] But it’s great for skiing! Do you ski, Shawn?</p> <p>[4] I used to, but I haven’t had much opportunity lately.</p> <p>[5] That’s too bad. So, what do you like to do for fun? Do you like to watch sports on TV?</p> <p>[6] Why are they asking me about these things? Don’t they want to know my qualifications for this job? They haven’t asked me anything relevant and our time is up in 5 minutes!</p> <p>[Instructions]</p> <p>Click the question mark below to continue.</p>	<p>[James]</p> <p>[1] Crazy weather we’ve been having lately...</p> <p>[Shawn]</p> <p>[2] Yes, I suppose so.</p> <p>[Aliyah]</p> <p>[3] But its great for skiing! Do you ski, Shawn?</p> <p>[Shawn]</p> <p>[4] I used to, but I haven’t had much opportunity lately.</p> <p>[James]</p> <p>[5] That’s too bad. So what do you like to do for fun? Do you like to watch sports on TV?</p> <p>[Shawn thought bubble]</p> <p>[6] Why are they asking me about these things? Don’t they want to know my qualifications for this job? They haven’t asked me anything relevant and our time is up in 5 minutes!</p>	<p>Captions will fade in timed with the VO.</p> <p>Instructions rectangle and question mark icon will fade in timed with the VO.</p> <p>When the learner clicks the question mark, they will jump to layer 1.9a</p>

Notes: The next button is hidden on this slide until the learner clicks on the correct answer in layer 1.9a. The learner advances to slide 1.10 when the next button is clicked.

Slide 1.9a			
Visual / Display:	Layer Text:	Narration / Voiceover:	Animation / Interaction:
<p>Layer uses same background photo and top and bottom borders as the base layer.</p> <p>Question appears in a rectangle centered at the top of the slide.</p> <p>The answer choices appear below the question in three separate rectangles.</p>	<p>[[Question Text] Why do you think this interview was not successful? Choose an option from the answers below.</p> <p>[Answer Choices] [1] I am not sure. [2] The interviewers didn't like that Shawn isn't an avid skier. [3] The interviewers asked irrelevant questions and ran out of time.</p>	<p>[Kim] Why do you think this interview was not successful? Choose your answer from the options below.</p>	<p>Same as slide 1.5a</p>

Slide 1.10/Ask the Right Questions			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Standard slide layout with a solid, light-colored background.</p> <p>Strategies appear in 6 individual rectangles. The rectangles look like sticky notes with the top right corner folded over. Rectangles</p>	<p>[Slide Title] Ask the Right Questions</p> <p>[Strategies Text] [1] Have a pre-determined list of questions</p>	<p>[Kim] Developing a pre-determined list of interview questions is key to successful interview preparation. Prioritizing the most important questions, as well as deciding which member of the hiring team will ask a specific question, helps</p>	<p>At the start of the slide, all 6 rectangles appear stacked on top of each other in the top left of the slide. The rectangle corresponding to the first strategy is on top. As the VO references each strategy, a</p>

<p>alternate between 3 different palette colors and are laid out in a 3x2 grid that takes up most of the slide.</p>  <p>Instructions are on the bottom of the slide.</p>	<p>[2] Prioritize your questions list [3] Plan out who will ask each question [4] Divide up the questions [5] Avoid any inappropriate or irrelevant questions [6] Keep the focus on the candidate</p> <p>[Instructions] Click next to continue.</p>	<p>ensure you obtain the necessary information to make an informed hiring decision. If a candidate will meet with multiple people throughout the interview, consider dividing up the list of questions so that the candidate isn't answering the exact same question multiple times. Avoid inappropriate, off-the-wall, or irrelevant questions—use the interview time wisely. Finally, remember that the interview is about assessing the candidate's qualifications, not showing off your own skills.</p>	<p>motion path moves the corresponding rectangle to its place on the slide. The top line of rectangles fills in from left to right followed by the bottom line of rectangles, also from left to right.</p> <p>Instructions fade in as the VO completes.</p>
<p>Notes: Next button is hidden until VO completes. Slide jumps to slide 1.4 when learner clicks next.</p>			

Slide 1.11/Summary			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same background photo used in Slide 1.3.</p> <p>Kim avatar has 4 poses: [1] facing the learner in a neutral pose; [2] facing to the right and gesturing to the top right; [3] facing to the right and gesturing to the middle; and [4] facing to the right and gesturing to the bottom right.</p> <p>Three identical rectangles appear to Kim's right. Each rectangle will contain slide text.</p>	<p>[Slide Title] Summary</p> <p>[Slide Text] [top rectangle] Know Your Goals</p> <ul style="list-style-type: none"> • develop a detailed job description • all decision makers should agree on job description • avoid vague or inaccurate qualifications in job description 	<p>[Kim] [1] Let's recap the strategies we learned by examining the interview examples. [2] First, it's important to Know Your Goals. Make sure to have a detailed job description that all key decision-makers agree upon, avoid using vague or inaccurate descriptions, and make sure to develop a list of questions that assess both technical and non-technical qualifications. [3] Next, remember that Timeliness Matters. Act quickly and decisively after an interview concludes to secure top candidates, respect the candidate's time, and make sure all key decision-makers</p>	<p>Avatar will change poses in time with the VO references. Avatar will appear to point at each text box as it is mentioned in the VO.</p> <p>Rectangles with slide text will fade in timed with their reference in the VO.</p> <p>Instructions fade in as VO completes.</p>

<p>Instructions are centered on the bottom of the slide.</p>	<ul style="list-style-type: none"> • write questions that assess technical and non-technical skills <p>[middle rectangle] Timeliness Matters</p> <ul style="list-style-type: none"> • act quickly and decisively • respect the candidate's time • make sure all decision-makers are available • create a detailed itinerary <p>[bottom rectangle] Ask the Right Questions</p> <ul style="list-style-type: none"> • prioritize your list of questions • decide who will ask specific questions • split up the question list • keep the focus on the candidate <p>[Instructions] Click next to continue.</p>	<p>are available to meet with the candidate during the interview. Building an interview itinerary will aid in a smooth and efficient interview process.</p> <p>[4] Finally, Ask the Right Questions. Your team should prioritize the most important questions to ask the candidate during their interview. Decide who will ask each question ahead of time and try to avoid redundancy if the candidate is meeting with multiple decision-makers throughout the interview. Also remember to keep the focus on the candidate's qualifications and avoid asking irrelevant or inappropriate questions during the interview.</p>	
<p>Notes: The next button is hidden until VO completes.</p>			

Slide 1.12/Quiz Introduction			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same background photo used in Slide 1.3.</p> <p>Kim avatar is on the right of the slide. She is facing the learner and in a neutral pose.</p> <p>Caption appears to the right of the avatar.</p> <p>Slide text is centered on the slide.</p> <p>Instructions are below the Slide Text.</p> <p>A custom Start Quiz button is below the instructions.</p>	<p>[Slide Title] Quiz Introduction</p> <p>[Caption Text] Now it is time to see what you've learned about effective interviewing by applying your knowledge in a mock interview scenario.</p> <p>[Slide Text] Quiz: 5 questions Passing Score: 80% Unlimited attempts to pass quiz</p> <p>[Instructions] When you are ready to begin, click the start quiz button.</p> <p>[Button text] Start Quiz</p>	<p>[Kim] Now it's time to see what you've learned about effective interviewing by applying your knowledge in a mock interview scenario. This quiz consists of 5 questions. You must answer 4 of the 5 questions correctly to pass the quiz. If you want to review any course material before starting, click the appropriate topic in the menu on the left.</p> <p>When you are ready to begin, click the start quiz button.</p>	<p>Caption text fades in timed with VO.</p> <p>Slide Text fades in timed with the VO.</p> <p>Instructions and Start Quiz button fade in at the same time with VO reference.</p>
Notes: The next button is hidden on this slide.			

Slide 1.13/ Question 1 [hidden from Menu]			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Standard slide layout except that the bottom border is not present.</p> <p>Slide has a solid, light-colored background.</p>	<p>[Slide Title] Question 1</p> <p>[Question Text]</p>	<p>[no narration]</p>	

<p>A question mark icon is located at the right end of the blue title bar.</p>	<p>A company wishes to hire a senior-level software developer. Based on what you've learned, which of these is the best job description to advertise the position? <i>Select your answer and then click the submit button.</i></p> <p>[Answer Choices] [1] Software developer, to start immediately. [2] Senior-level Software Developer. Must have coding experience and be trained in CPR. Availability on weekends to participate in company softball team is desired. [3] Senior-level Software Developer. Minimum qualifications include 6 years of experience with HTML, Python, and CSS. Ability to manage a team in a fast-paced environment desired.</p>		
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Slide 1.14/Question 2 [hidden from Menu]			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same layout as Slide 1.13</p> <p>James and Aliyah avatars appear on the bottom right of the slide. They are facing the learner and smiling.</p>	<p>[Slide Title] Question 2</p> <p>[Question Text] James and Aliyah have been chosen to lead the Hiring Team for a series of interviews to hire a Software Developer. What should they do to prepare for the interviews? <i>Select your answer and then click the submit button.</i></p> <p>[Answer Choices] [1] Nothing. It's best to go in "cold" to an interview so you don't sound too scripted. This isn't a performance! [2] They should build an interview itinerary to make sure all key employees are available to meet with the job candidate and develop a list of prioritized questions that assess both technical and non-technical skills. [3] They should each prepare for the</p>	<p>[No narration]</p>	

	interview on their own by developing a personal list of questions they wish to ask. They assume all members of the Hiring Team will be available when they need them, so there is no need to coordinate schedules ahead of time.		
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Slide 1.15/Question 3 [hidden from Menu]			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same layout as Slide 1.13</p> <p>James avatar is in the bottom right of the slide. He is facing the learner and appears to be thinking.</p>	<p>[Slide Title] Question 3</p> <p>[Question Text] James is scheduling interviews. He finds out that a key manager will be on vacation during the day the Hiring Team planned to interview Shawn. What should he do? <i>Select your answer and then click the submit button.</i></p> <p>[Answer Choices]</p>	[No narration]	

	<p>[1] Change his plan and schedule Shawn's interview for a day that the manager is available to meet with him.</p> <p>[2] Go ahead with the original plan. Shawn can come back and meet with the manager on a different day.</p> <p>[3] Cut the manager out of the interview altogether. Shawn doesn't need to meet with her even though she would be his direct supervisor.</p>		
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Slide 1.16/Question 4 [hidden from Menu]			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same layout as Slide 1.13</p> <p>Shawn avatar appears in the bottom right of slide. He is smiling and facing the learner.</p>	<p>[Slide Title]</p> <p>Question 4</p> <p>[Question Text]</p> <p>Shawn needs to meet with 6 different key employees during his interview. What is the best way for the Hiring Team to approach this?</p>	<p>[No narration]</p>	

	<p><i>Select your answer and then click the submit button.</i></p> <p>[Answer Choices]</p> <p>[1] Have Shawn meet with each key employee individually. Each key employee will ask a subset of the pre-determined interview questions the Hiring Team has developed so that they can gather as much information about Shawn's qualifications as possible.</p> <p>[2] Have Shawn meet with each key employee individually. Each key employee will ask Shawn the exact same series of questions so they can "test" him to make sure he gives everyone the same answers.</p> <p>[3] Have Shawn meet with all 6 key employees at the same time. The key employees can ask Shawn questions that reflect how good they are at their jobs to try to impress him.</p>		
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Slide 1.17/Question 5 [hidden from Menu]			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same layout as Slide 1.13</p> <p>James and Aliyah avatars are in the bottom right of the slide. They are facing to the left and appear to be thinking.</p>	<p>[Slide Title] Question 5</p> <p>[Question Text] Aliyah and James are developing their priority list of questions to ask Shawn during his interview for the Senior-level Software Developer position. Which THREE questions from this list should they prioritize? <i>Select three choices and then click the Submit button.</i></p> <p>[Answer Choices] [1] Can you participate in the Company softball team? [2] Have you been employed as a Software Developer before? [3] If you could be any animal, what would you choose and why? [4] This position requires you to oversee Junior-level Developers. Do you have leadership experience? [5] Do you have experience coding in Python and HTML?</p>	<p>[No narration]</p>	

Slide 1.18/ Results			
Visual / Display:	Layer Text:	Narration / Voiceover:	Animation / Interaction:
Standard slide layout with the Results rectangle centered on the slide.	[Slide Title] Quiz Results Your Score: XX% Passing Score: 80%	[Narration only on layers]	<p>Success layer 1.18a will show when the timeline starts if results are greater than or equal to the passing score.</p> <p>Failure layer 1.18b will show when the timeline starts if results are less than passing score.</p> <p>Base layer will be visible from Success or Failure layers.</p> <p>Built in graded quiz variable reference displays learner score where XX appears on slide.</p>
Notes: The next button will be hidden on this slide.			

Slide 1.18a			
Visual / Display:	Layer Text:	Narration / Voiceover:	Animation / Interaction:
<p>Green checkmark is centered above the Slide Text. Learner's % score is shown below the Slide Text. Instructions are below the % score.</p> <p>A Review Quiz button and a Continue button are centered below the Instructions text.</p>	[Slide Text] Well done, you passed! [Instructions] Click Review to see your results or click Continue to move on. [Button text] Review Quiz Continue	[Kim] Thank you for taking the quiz. Congratulations! You passed. You can review your results by clicking on the review quiz button. If you are satisfied with your results and ready to move on, please click on the continue button.	<p>Review Quiz button: shows correct/incorrect response when reviewing.</p> <p>Continue button jumps to Slide 1.19.</p>

Slide 1.18b			
Visual / Display:	Layer Text:	Narration / Voiceover:	Animation / Interaction:
<p>Red “X” is centered above the Slide Text.</p> <p>Learner’s % score is shown below the Slide Text.</p> <p>Instructions are below the % score.</p> <p>A Review Quiz button and a Retry Quiz button are centered below the Instructions text.</p>	<p>[Slide text] Sorry, you didn’t pass.</p> <p>[Instructions] Click Review to see your results or click Retry to take the quiz again.</p> <p>[buttons] Review Quiz Retry Quiz</p>	<p>[Kim] Thank you for taking the quiz. Unfortunately, you did not pass. You can review your results by clicking on the review quiz button. When you are ready to try again, please click on the retry button.</p>	<p>Retake button: resets results slide and jumps to Slide 1.13.</p> <p>Review Quiz button: shows correct/incorrect response when reviewing.</p>

Slide 1.19/Congratulations			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide uses same background image as Slide 1.3.</p> <p>Avatars: Kim is on the far left of the slide facing the learner in a congratulatory pose. James and Aliyah are on the far right side of the slide. Both are facing the learner and giving a thumbs up sign.</p> <p>A caption bubble is located to Kim’s right and contains the caption text.</p> <p>An arrow will point to the Resources tab when referenced in the VO.</p>	<p>[Slide Title] Congratulations</p> <p>[Caption text] Congratulations! We hope you feel better equipped to handle interviews for <i>Sialis Industries</i>. Our company prides itself on our ability to recruit and hire quality employees. As part of our hiring team, your skills directly contribute to that initiative.</p>	<p>[Kim] Congratulations on completing this course. We hope you feel better equipped to handle interviews for <i>Sialis Industries</i>. Our company prides itself on our ability to recruit and hire quality employees. As part of our hiring team, your skills directly contribute to that initiative.</p> <p>You can download a quick reference guide of effective interviewing skills by clicking the Resources tab.</p> <p>When you are ready, click the Exit button to exit the course.</p>	<p>Captions fade in and out timed with VO.</p> <p>Arrow fades in and points to the Resources tab when it’s referenced in the VO.</p> <p>Exit button fades in timed with VO reference.</p>

<p>A custom Exit button is centered below the area where the captions are.</p>	<p>You can download a quick reference guide of effective interviewing skills by clicking the Resources tab.</p> <p>[Button text] Exit</p>		
<p>Notes: Learner will click the Exit button to exit the course.</p>			