## 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 **Color Palette: Outline: Standard Slide Layout:**  Welcome Slide Title Navigation Learning Objectives Scenarios Introduction • Interview Scenario #1 • Why Was This Interview Unsuccessful? • Know Your Goals • Interview Scenario #2 Font: Arial • Why Was This Interview Unsuccessful? Avatars: Kim- narrator; female; business casual/corporate dress Timeliness Matters James- interviewer; male; business casual/corporate dress Interview Scenario #3 • Why Was This Interview Unsuccessful? Aliyah- interviewer; female; business casual/corporate dress • Ask the Right Questions Shawn- job candidate; business casual/corporate dress • Summary Module Resource: 1 page Job Aid (PDF): Effective Interviewing Quick Quiz Reference

- Results
- Congratulations

## **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	[Slide Title]	[Kim]	The title circle will enter with a
the wide orange or blue title bars at	Effective Interviewing	Welcome to this course on "Effective	"grow" animation that is timed
the top of the slide. The thin gold	Skills	Interviewing Skills". As a valuable	with VO.
and orange bars at the top and		member of our hiring team, it is essential	
bottom of the slide are present.	[Buttons]	that you make efficient and informed	The custom start and
	START	decisions when interviewing applicants	navigation buttons fade in at
Background image: stock image	NAVIGATION	for positions at Sialis Industries. If you	the same time timed with VO.
representing an interview in		are ready to begin the course, click on	
progress; photo is semi-		the start button. If you would like to	Navigation button will jump to
transparent. It fills the entire slide		watch a navigation tutorial first, click on	Slide 1.2
and sits behind the bars at the top		the navigation button.	
and bottom of the slide.			Start button will jump to Slide
			1.3.

Slide Title is within a large semi-			
transparent circle on the left half of			
the slide. Sialis company logo is			
inside the circle below the Slide			
Title.			
Custom Start and Navigation			
buttons are rectangles of the same			
palette color. They are centered on			
the right half of the slide.			
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:
Solid background with a screenshot	[Slide Title in Player	[Kim]	Labeled arrows will fade in
of the Modern player on top.	image]	To move backward and forward in the	timed with their references in
Player photo takes up most of the	Navigation	course, select the previous and next	the VO.
slide. In the area where the slide is		buttons. If you would like to adjust the	
in the Player image, there should be	[Instructions]	sound, select the sound button. If you	When the VO says "Let's get
a slide with the standard layout	These buttons will help	would like to replay an entire slide, select	started" all arrows will fade
with Navigation in the title bar.	you navigate the course.	the replay button, or adjust the seek bar	out.
		at any time to review a portion of the	
erev at introducegisalis essentia - exake Revigisalis	[Arrow Labels]	slide. If you need to pause the course,	
antor	Previous	press the play/pause button. If you want	
Leave globalities annone merceles formate merceles formate and merceles formate and merceles formate and merceles formate and merceles formate merceles formate merce	Next	to navigate to a different section of the	
Kina had kana 42 Mana kana 42	Sound	course, select the topic from the menu	
Al the light Questions	Replay	on the left. To access additional course	
	Seek	resources, click the Resources tab.	
A rectangle containing the	Play/Pause	Let's get started. Select the next button	
instructions is centered on the slide	Menu	to continue.	
image.	Resources		

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

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

Visual / Display:Slide Text:Narration / Voiceover:Animation / Interaction:Background image: stock photo of an office meeting area. Photo fills the screen and is behind top and oottom borders.[Slide Title][James; pose 1]Captions will fade in timed with the VO.Each Avatar has 2 poses: and furstrated[Caption Text][I] Thank you for meeting with us, Shawn. We are interviewing for a senior engineering technician position, which usually requires 6-8 years of relevant espeaking; pose 2, facing to the left and thinkingWe are interviewing for a senior engineering technician position, which usually requires 6-8 years of relevant experience.(Aliyah; pose 2] (Aliyah; pose 2] (James; pose 2, facing to the left and technician, position, which usually requires 6-8 years of relevant experience.When the learner clicks the question mark, they will jump to layer 1.5aAliyah: pose 2, facing to the right, thinking[2] Wait, I thought we were interviewing for a senior engineering technician[3] Oh, uhlet 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 the slide. A question mark icon is centered below this think I want to work for a a company like this.Naimation / Interaction:Visual / Display: technician[3] Oh, uhlet me call the ybe attentive to me as an employee? I don't think I want to work for a company like this.Click the question mark to continue.	Slide 1.5/Interview Scenario #1 Objective: [#]			
Background image: stock photo of an office meeting area. Photo fills the screen and is behind top and bottom borders.[Slide Title] Interview Scenario #1[James; pose 1] Thank you for meeting with us, Shawn. We are interviewing for a senior entry level junior technicianCaptions will fade in timed with the VO.Each Avatar has 2 poses: lames: pose 2, facing to the left and speaking; pose 2, facing to the left and frustrated(2) Wait, I shown, we are interviewing for a senior engineering technician position, which usually requires 6-8 years of relevant experience.When the learner clicks the question mark (con will fade in timed with the VO.Aliyah: pose 1, facing to the left and frustratedWe are interviewing for a senior engineering technician position, the suber, pose 2, facing to the right thinkingWe are interviewing for a correlevant experience.When the learner clicks the question mark, they will jump to layer 1.5aBhawn: pose 1, facing to the right the slide; Shawn is facing them on the left of the slide.[3] Oh, uhlet me call the year clickian[3] Oh, uhlet me call the job description said. One moment the kis lode Shawn is facing them on the left of the slide.[3] Oh, uhlet me call they want to interview, will they want to interview, will 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.[4] Wow, if they don't teven know who think I want to work for a company like this.Click the question mark to continue.[4] Wow, if they don't teven know who think I want to work for a company like this.[6] Click the question mark to continue. <th>Visual / Display:</th> <th>Slide Text:</th> <th>Narration / Voiceover:</th> <th>Animation / Interaction:</th>	Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
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Iames and Aliyah are on the right of the slide; Shawn is facing them on the left of the slide.Ise can be avaluated appear in-between the avatars in the center of the slide.Ise can be avaluated appear in-between the avatars in the center of the slide.Ise can be avaluated appear in-between the avatars in the center of the slide.Ise can be avaluated appear in-between the avatars in the center of the slide.Ise can be avaluated appear in-between the avatars in the center of the slide.Ise can be avaluated appear in-between the avatars in the center of the slide.Ise can be avaluated appear in-between the avatars in the center of the slide.Ise can be avaluated appear in-between the avatars in the center of the slide.Ise can be avaluated appear in-between the avatars in the center of the slide.Ise can be avaluated appear in-between the avaluated appear in-between the avaluated appear in-between the avaluated appear in-between the avatars in the center of the slide.Ise can be avaluated appear in-between the avalua	thinking	entry level junior	the job description said. One moment	
James and Aliyah are on the right of the slide; Shawn is facing them on the left of the slide.[3] Oh, uhlet me call the Human Resources office to double check what the job description[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.Captions and thought bubbles will appear in-between the avatars in the center of the slide.said. One moment pleaseIthink I want to work for a company like this.(4) Wow, if they don't even know who they don't even know who they[Kim]A rectangle containing the nstructions text is centered at the pottom of the slide.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.[Kim]Click the question mark to continue.Click the question mark to continue.		technician	please	
the slide; Shawn is facing them on the left of the slide.the Human Resources office to double check what the job description said. One moment[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.Captions and thought bubbles will appear in-between the avatars in the center of the slide.Ideal to interview, will pleasethink I want to work for a company like this.(4] Wow, if they don't even know who theyIdeal to interview, will this.this.(4] Wow, if they don't even know who theyIdeal to interview, will (Kim]this.(1) Wow, if they don't even know who theyIdeal to interview, will (Kim]this.(2) Click the question mark to continue.Click the question mark to continue.(2) Click the slide. A question a company like this.a company like this.	James and Aliyah are on the right of	[3] Oh, uhlet me call	[Shawn; pose 2]	
the left of the slide.office to double check what the job descriptionthey want to interview, will they be attentive to me as an employee? I don'tCaptions and thought bubbles will appear in-between the avatars in the center of the slide.said. One moment pleasethink I want to work for a company like this.(4] Wow, if they don't even know who they[Kim]A rectangle containing the pottom of the slide. A question ark icon is centered below thiswant to interview, will think I want to work for a company like this.Click the question mark to continue.	the slide; Shawn is facing them on	the Human Resources	[4] Wow, if they don't even know who	
what the job descriptionattentive to me as an employee? I don'tCaptions and thought bubbles will appear in-between the avatars in the center of the slide.said. One moment pleasethink I want to work for a company like this.[4] Wow, if they don't even know who they[Kim]A rectangle containing the pottom of the slide. A questionwant to interview, will think I want to work for as an employee? I don't think I want to work for a company like this.Click the question mark to continue.	the left of the slide.	office to double check	they want to interview, will they be	
Captions and thought bubbles will appear in-between the avatars in the center of the slide.said. One moment pleasethink I want to work for a company like this.the center of the slide.[4] Wow, if they don't even know who they[Kim]A rectangle containing the instructions text is centered at the pottom of the slide. A question mark icon is centered below thiswant to interview, will think I want to work for a company like this.Click the question mark to continue.		what the job description	attentive to me as an employee? I don't	
appear in-between the avatars in the center of the slide.pleasethis.[4] Wow, if they don't even know who they[Kim]A rectangle containing the nstructions text is centered at the pottom of the slide. A question mark icon is centered below thiswant to interview, will think I want to work for a company like this.Click the question mark to continue.	Captions and thought bubbles will	said. One moment	think I want to work for a company like	
the center of the slide.[4] Wow, if they don't even know who they[Kim]A rectangle containing the nstructions text is centered at the pottom of the slide. A question mark icon is centered below thiswant to interview, will think I want to work for a company like this.[Kim]Click the question mark to continue.	appear in-between the avatars in	please	this.	
even know who they[Kim]A rectangle containing thewant to interview, willClick the question mark to continue.Instructions text is centered at the pottom of the slide. A questionthey be attentive to me as an employee? I don'tClick the question mark to continue.mark icon is centered below thisthink I want to work for a company like this.a company like this.	the center of the slide.	[4] Wow, if they don't		
A rectangle containing thewant to interview, willClick the question mark to continue.instructions text is centered at thethey be attentive to mebottom of the slide. A questionas an employee? I don'tmark icon is centered below thisthink I want to work forrectangle.a company like this.		even know who they	[Kim]	
instructions text is centered at the bottom of the slide. A questionthey be attentive to me as an employee? I don't think I want to work for a company like this.	A rectangle containing the	want to interview, will	Click the question mark to continue.	
bottom of the slide. A questionas an employee? I don'tmark icon is centered below thisthink I want to work forrectangle.a company like this.	instructions text is centered at the	they be attentive to me		
mark icon is centered below this       think I want to work for         rectangle.       a company like this.	bottom of the slide. A question	as an employee? I don't		
rectangle. a company like this.	mark icon is centered below this	think I want to work for		
	rectangle.	a company like this.		
[Instructions]		[Instructions]		
Click the question mark		Click the question mark		
below to continue.		below to continue.		
<b>Notes:</b> 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	Notes: The next button is hidden on t	inis slide until the learner cli	icks on the correct answer in layer 1.5a. The	learner advances to slide 1.6

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

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

Slide 1.7/Interview Scenario #2 Objective: [#]			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<ul> <li>Background image: stock photo of a living room area. Photo fills the screen and is behind top and bottom borders.</li> <li>Shawn avatar is facing the learner and checking his watch</li> <li>Caption text appears to Shawn's right in thought bubbles.</li> <li>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.</li> </ul>	[Slide Title] Interview Scenario #2 [Caption text] It's been 3 weeks since I interviewed at <i>Sialis</i> <i>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 [Instructions] Click the question mark to continue.	[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 [Kim] Click the question mark to continue.	Captions will fade in timed with the VO. Instructions rectangle and question mark icon will fade in timed with the VO. When the learner clicks the question mark, they will jump to layer 1.7a
<b>Notes:</b> The next button is hidden on t	his slide until the learner cli	icks on the correct answer in layer 1.7a. The	learner advances to slide 1.8

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

contact Shawn with a	
decision.	
[2] Shawn just got	
impatient and blew his	
chance at his dream job.	
[3] I am not sure.	

Slide 1.8/Timeliness Matters Objective: 1			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Standard slide layout with a solid,	[Slide Title]	[Kim]	Each circle will enter the slide
light-colored background.	Timeliness Matters	It is important to remember that high	with a "grow" animation timed
		quality candidates are going to be in	with the reference in the VO.
Strategies appear in 4 individual	[Strategies text]	demand in today's competitive job	
circles of two alternating palette	[1] Act quickly and	market. You must act quickly and	Instructions fade in as the VO
colors. The circles are different sizes	decisively	decisively when making hiring decisions if	completes.
and are laid out in a zig zag pattern	[2] Respect the	you want to secure strong applicants.	
across the slide:	candidate's time	You also want to respect a candidate's	
	[3] Make sure all	time—make sure everyone the candidate	
	decision-makers are	needs to meet is available when the	
	available	interview is scheduled. You don't want	
	[4] Build an interview	to make a candidate visit multiple times	
	itinerary	because a key decision-maker is on	
		vacation or out of the office for the day.	
Instructions are on the bottom of	[Instructions]	Building an itinerary that details when a	
the slide.	Click Next to continue.	candidate will meet with all key decision-	
		makers will help the interview run	
		smoothly and efficiently. This will	
		facilitate making hiring decisions quickly.	
Notes: Next button is hidden until VO	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:
Background image: stock photo of an office/meeting room. Photo fills the screen and is behind top and	[Slide Title] Interview Scenario #3	[James] [1] Crazy weather we've been having lately	Captions will fade in timed with the VO.
bottom borders. James and Aliyah avatars are on the right of the slide facing to the left. They appear to be speaking. Shawn avatar has 2 poses: pose 1 is facing to the right appearing to	<ul> <li>[1] Crazy weather we've been having lately</li> <li>[2] Yes, I suppose so.</li> <li>[3] But it's great for skiing! Do you ski,</li> </ul>	<ul> <li>[Shawn]</li> <li>[2] Yes, I suppose so.</li> <li>[Aliyah]</li> <li>[3] But its great for skiing! Do you ski,</li> <li>Shawn?</li> <li>[Shawn]</li> <li>[4] I used to, but I haven't had much</li> <li>opportunity lately.</li> </ul>	Instructions rectangle and question mark icon will fade in timed with the VO. When the learner clicks the question mark, they will jump to layer 1.9a
Shawn avatar begins in pose 1 and transitions to pose 2 when the VO	Shawn? [4] I used to, but I haven't had much opportunity lately. [5] That's too bad. So,	[James] [5] That's too bad. So what do you like to do for fun? Do you like to watch sports on TV? [Shawn thought bubble]	
caption/thought bubble text appears in the center of the slide.	what do you like to do for fun? Do you like to watch sports on TV? [6] Why are they asking me about these things?	[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!	
A rectangle containing the instructions text is centered at the bottom of the slide. A question mark icon is centered below this rectangle.	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!		
	[Instructions] Click the question mark below to continue.		

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

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

alternate b	etween 3 different	[2] Prioritize your	ensure you obtain the necessary	motion path moves the
palette colo	ors and are laid out in a	questions list	information to make an informed hiring	corresponding rectangle to its
3x2 grid tha	at takes up most of the	[3] Plan out who will ask	decision. If a candidate will meet with	place on the slide. The top line
slide.		each question	multiple people throughout the	of rectangles fills in from left
		[4] Divide up the	interview, consider dividing up the list of	to right followed by the
	[1] [2] [3]	questions	questions so that the candidate isn't	bottom line of rectangles, also
		[5] Avoid any	answering the exact same question	from left to right.
	[4] [5] [6]	inappropriate or	multiple times. Avoid inappropriate, off-	
		irrelevant questions	the-wall, or irrelevant questions—use the	Instructions fade in as the VO
		[6] Keep the focus on	interview time wisely. Finally, remember	completes.
Instruction	s are on the bottom iof	the candidate	that the interview is about assessing the	
the slide.			candidate's qualifications, not showing	
		[Instructions]	off your own skills.	
		Click next to continue.		
Notes: Next button is hidden until VO completes. Slide jumps to slide 1.4 when learner clicks next.				

Slide 1.11/Summary			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same background photo used in	[Slide Title]	[Kim]	Avatar will change poses in
Slide 1.3.	Summary	[1] Let's recap the strategies we learned	time with the VO references.
		by examining the interview examples.	Avatar will appear to point at
Kim avatar has 4 poses: [1] facing	[Slide Text]	[2] First, it's important to Know Your	each text box as it is
the learner in a neutral pose; [2]	[top rectangle]	Goals. Make sure to have a detailed job	mentioned in the VO.
facing to the right and gesturing to	Know Your Goals	description that all key decision-makers	
the top right; [3] facing to the right	<ul> <li>develop a detailed job</li> </ul>	agree upon, avoid using vague or	Rectangles with slide text will
and gesturing to the middle; and [4]	description	inaccurate descriptions, and make sure	fade in timed with their
facing to the right and gesturing to	<ul> <li>all decision makers</li> </ul>	to develop a list of questions that assess	reference in the VO.
the bottom right.	should agree on job	both technical and non-technical	
	description	qualifications.	Instructions fade in as VO
Three identical rectangles appear to	<ul> <li>avoid vague or</li> </ul>	[3] Next, remember that Timeliness	completes.
Kim's right. Each rectangle will	inaccurate qualifications	Matters. Act quickly and decisively after	
contain slide text.	in job description	an interview concludes to secure top	
		candidates, respect the candidate's time,	
		and make sure all key decision-makers	

Instructions are centered on the	<ul> <li>write questions that</li> </ul>	are available to meet with the candidate	
bottom of the slide.	assess technical and	during the interview. Building an	
	non-technical skills	interview itinerary will aid in a smooth	
		and efficient interview process.	
	[middle rectangle]	[4] Finally, Ask the Right Questions. Your	
	<b>Timeliness Matters</b>	team should prioritize the most	
	<ul> <li>act quickly and</li> </ul>	important questions to ask the candidate	
	decisively	during their interview. Decide who will	
	• respect the	ask each question ahead of time and try	
	candidate's time	to avoid redundancy if the candidate is	
	<ul> <li>make sure all decision-</li> </ul>	meeting with multiple decision-makers	
	makers are available	throughout the interview. Also	
	<ul> <li>create a detailed</li> </ul>	remember to keep the focus on the	
	itinerary	candidate's qualifications and avoid	
		asking irrelevant or inappropriate	
	[bottom rectangle]	questions during the interview.	
	Ask the Right Questions		
	• prioritize your list of		
	questions		
	•decide who will ask		
	specific questions		
	• split up the question		
	list		
	• keep the focus on the		
	candidate		
	[Instructions]		
	Click next to continue.		
Notes: The next button is hidden unti	l VO completes.	1	

Slide 1.12/Quiz Introduction			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same background photo used in	[Slide Title]	[Kim]	Caption text fades in timed
Slide 1.3.	Quiz Introduction	Now it's time to see what you've learned	with VO.
		about effective interviewing by applying	
Kim avatar is on the right of the	[Caption Text]	your knowledge in a mock interview	Slide Text fades in timed with
slide. She is facing the learner and	Now it is time to see	scenario. This quiz consists of 5	the VO.
in a neutral pose.	what you've learned	questions. You must answer 4 of the 5	
	about effective	questions correctly to pass the quiz. If	Instructions and Start Quiz
Caption appears to the right of the	interviewing by applying	you want to review any course material	button fade in at the same
avatar.	your knowledge in a	before starting, click the appropriate	time with VO reference.
	mock interview scenario.	topic in the menu on the left.	
Slide text is centered on the slide.			
	[Slide Text]	When you are ready to begin, click the	
Instructions are below the Slide	Quiz: 5 questions	start quiz button.	
Text.	Passing Score: 80%		
	Unlimited attempts to		
A custom Start Quiz button is below	pass quiz		
the instructions.			
	[Instructions]		
	When you are ready to		
	begin, click the start quiz		
	button.		
	[Button text]		
	Start Quiz		
Notes: The next button is hidden on t	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:
Standard slide layout except that	[Slide Title]	[no narration]	
the bottom border is not present.	Question 1		
Slide has a solid, light-colored background.	[Question Text]		

	A company wishes to	
A question mark icon is located at	hire a senior-level	
the right end of the blue title bar.	software developer.	
	Based on what you've	
	learned, which of these	
	is the best job	
	description to advertise	
	the position?	
	Select your answer and	
	then click the submit	
	button.	
	[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.	

Slide 1.14/Question 2 [hidden from I	Menu]		Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same layout as Slide 1.13	[Slide Title]	[No narration]	
	Question 2		
James and Aliyah avatars appear on			
the bottom right of the slide. They	[Question Text]		
are facing the learner and smiling.	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?		
	Select your answer and		
	then click the submit		
	button.		
	[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		
	make sure all key		
	amployees 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		

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.	

Slide 1.15/Question 3 [hidden from Menu] Objective: 2			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same layout as Slide 1.13	[Slide Title]	[No narration]	
	Question 3		
James avatar is in the bottom right			
of the slide. He is facing the learner	[Question Text]		
and appears to be thinking.	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?		
	Select your answer and		
	then click the submit		
	button.		
	[Answer Choices]		

[1] Change his plan and	
schedule Shawn's	
interview for a day that	
the manager is available	
to meet with him.	
[2] Go ahead with the	
original plan. Shawn can	
come back and meet	
with the manager on a	
different day.	
[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.	

Slide 1.16/Question 4 [hidden from Menu]			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same layout as Slide 1.13	[Slide Title]	[No narration]	
	Question 4		
Shawn avatar appears in the			
bottom right of slide. He is smiling	[Question Text]		
and facing the learner.	Shawn needs to meet		
	with 6 different key		
	employees during his		
	interview. What is the		
	best way for the Hiring		
	Team to approach this?		

Select your answer and		
then click the submit		
button.		
[Answer Choices]		
[1] Have Shawn meet		
with each key employe		
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	t	
Shawn's qualifications		
as possible.		
[2] Have Shawn meet		
with each key employee		
individually. Each key		
employee will ask Shaw	1	
the exact same series of		
questions so they can		
"test" him to make sure		
he gives everyone the		
same answers.		
[3] Have Shawn meet		
with all 6 key employee	5	
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.		

Slide 1.17/Question 5 [hidden from I	17/Question 5 [hidden from Menu] Objective: 2		
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same layout as Slide 1.13	[Slide Title]	[No narration]	
	Question 5		
James and Aliyah avatars are in the			
bottom right of the slide. They are	[Question Text]		
facing to the left and appear to be	Aliyah and James are		
thinking.	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?		
	Select three choices and		
	then click the Submit		
	button.		
	[Answer Chaicas]		
	[Answer Choices]		
	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?		

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

Slide 1.18a			
Visual / Display:	Layer Text:	Narration / Voiceover:	Animation / Interaction:
Green checkmark is centered above the Slide Text. Learner's % score is shown below the Slide Text. Instructions are below the % score. A Review Quiz button and a Continue button are centered below the Instructions text.	[Slide Text] Well done, you passed! [Instructions] Click Review to see your results or click Continue to move on. [Button text] <b>Review Quiz</b> <b>Continue</b>	[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.	Review Quiz button: shows correct/incorrect response when reviewing. Continue button jumps to Slide 1.19.

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

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

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