**Effective Interviewing Strategies for Hiring Managers**

**Target Audience: All new and current hiring managers and recruiters at XYZ Company**

**Learning Objectives**:

By the end of this course, the learner will be able to:

1. Identify the key components of a successful hiring process
2. Plan questions in advance of the interview
3. Demonstrate how to create a positive interview experience for candidates

**Seat Time: 20 minutes**

**Chart, bar chart

Description automatically generatedOutline:**

* Course Intro / Navigation / Objectives
* Video Introduction from CEO
* Scenario Introduction
* Purpose of Interview
* Job Defining
* Timeliness
* Icon

  Description automatically generated Preparation
* Logistics
* Social Skills
* Summary
* Assessment
* Congratulations

**Directions:** Please review the storyboard for accuracy and completeness during this phase. When leaving comments, utilize the comments feature in Word.

**Design notes:** Please use the color palate shown above. The logo should also be used on the top right of every slide.

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| **Slide [1]/ Menu Title: *Introduction*** | | |  |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Center image of people in an interview.  Light blue circle in top left corner that is hanging semi off the page. In the circle is the title “Effective Interview Strategies for Hiring Managers”  Logo in the top right  Squiggle line on lower left. | Effective Interview Strategies for Hiring Managers | *Welcome to the Effective Interview Strategies for Hiring Managers Training Course!*  *If you would like to learn how to navigate through this course, click the Navigation button. If you are already familiar with navigation, click the start button to begin.* | 2 buttons – Start and Navigation  Navigation jumps to slide 2  Start jumps to slide 3 – learning objectives  Slide player next button is hidden. |
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| **Slide [2]/ Menu Title: *Navigation*** | | |  |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Rounded square image in center of screen showing person looking at computer screen.  Callout boxes highlighting navigation features – next/previous, accessibility, volume, seek bar, play/pause, and menu | Navigation  Next/Previous  Accessibility  Volume  Seek Bar  Play/Pause  Menu | *To navigate through this course, use the next or previous arrows to jump between slides.*  *The accessibility features are located here.*  *Control the volume using this button.*  *Use the seek bar to advance or go back in the slide.*  *Play or pause the slide by using this button.*  *Utilize the menu on the left to track progress through the course.*  *Select Next to advance when you are ready.* | Call out boxes will fade in when the VO reads it |
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| **Slide [3]/ Menu Title: *Learning Objectives*** | | |  |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Bullseye along the left side of the slide  Three sections to the right of the bullseye. Each one contains one of the learning objectives with an icon above it to represent the topic of each. | Objectives   1. Identify the key components of a successful hiring process 2. Plan questions in advance of the interview 3. Demonstrate how to create a positive interview experience for candidates | *By the end of this course, the learner will be able to identify the key components of a successful hiring process, plan questions in advance of the interview, and demonstrate how to create a positive interview experience for candidates.*  *Select Next to advance* | Text will float in from the bottom |
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| **Slide [4]/ Menu Title: *Message from the CEO*** | | |  |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Video of CEO, John Smith, explaining the importance of a high quality interview and how that can make us stand out to a candidate. | A message from our CEO, John Smith | *Hello hiring managers and recruiters, today you are partaking in a training that will change our hiring process.*  *This training was created to help set us apart from other companies. We want to create a positive interview experience for our candidates and make them desire to be a part of our team.*  *In doing this, we will need to revamp our interview strategies. This will improve the quality of our new hires and ensure they are the right person for the job.*  *Our current interview practices have led us to miss out on key candidates. This will happen no more.*  *It is important to follow the interview strategies outlined in this training to attract and retain high quality employees.* | User will click the play button on the video to start it.  Slide will auto advance at the end of the video. |
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| **Slide [5]/ Menu Title: *Scenario Introduction (Hidden from Menu)*** | | | **Objective:** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Background image of an office scene.  Insert male character in business attire looking at a computer screen.  Insert thought bubble above male 1 | [Inside thought bubble]  My boss wants me to hire several new employees for the maintenance department. How can I make this hiring process effective and efficient? I want to ensure we hire quality candidates fit for the job. | Narrator voice – *This is Jake. Jake is a hiring manager that was just given the task of hiring several new employees in the maintenance department. Let’s watch and learn how he prepares for and conducts interviews using key strategies.*  Jake – *My boss wants me to hire several new employees for the maintenance department. How can I make this hiring process effective and efficient? I want to ensure we hire quality candidates fit for the job.* | Slide will auto advance. |
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| **Slide [6]/ Menu Title: *Interview Purpose*** | | | **Objective: [1]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| In a circular diagram with three callout boxes, include a relevant icon and text with each one. This will be on the left side of the slide.  Icon 1 (Qualifications)  Icon 2 (Culture)  Icon 3 (Company info)  On the right side of the slide will be the question “what is the purpose of an interview?”.  Below the question will be the same 3 icons but spaced out in a line. Below each icon will be the corresponding purpose. | What is the Purpose of an Interview?   * Evaluate the candidate’s qualifications * Assess the candidate’s fit with the company culture * Provide information about the job and the company | *The first thing to consider when beginning to think about hiring is the purpose of the interview. What is the goal? Why do we have interviews as part of the hiring process?*  *One of the primary purposes of an interview is to assess the candidate's qualifications, experience, skills, and knowledge related to the job. The interviewer asks questions to determine if the candidate has the necessary qualifications to perform the job effectively.*  *Another purpose of an interview is to evaluate if the candidate's values, attitudes, and personality align with the company culture. The interviewer may ask behavioral questions to understand the candidate's work style, communication skills, and how they handle challenges.*  *The interview also serves as an opportunity for the interviewer to provide information about the job, the company, its values, goals, and expectations. The interviewer may answer questions the candidate has about the job or the company and provide a realistic picture of what it's like to work there.*  *Select Next to advance* | Text will float in below each icon |
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| **Slide [6a]/ Menu Title: *Interview Purpose Scenario (Layer)*** | | | **Objective: [3]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Continue scenario scene from slide 5    Have second hiring manager walk in and start talking with Jake (first hiring manager)  Captions will fade in and out as voiceover is read.  2 rectangles will float in with options to choose from. The learner will select the answer, which will pop up feedback based on their selection. | Jake – Can you believe how many employees we have now? And now they want us to hire more? I’m so excited our company is growing.  Greg – Me too. We should start our preparations for hiring. Let’s make sure we are on the same page. What is the purpose of an interview?  Option A – To gather personal information that is irrelevant to the job or hiring process.  Option B – To assess the candidate’s qualifications, experience, skills, and knowledge related to the job. | Jake - *Can you believe how many employees we have now? And now they want us to hire more? I’m so excited our company is growing.*  Greg - *Me too. We should start our preparations for hiring. Let’s make sure we are on the same page. What is the purpose of an interview?*  Narrator – *Click the answer that contains the main purpose of an interview*  *Select Next to advance (after review)* | Click the correct response. Will pop up a check mark if correct or an x if incorrect.  Feedback will be given if incorrect with details as to why option B is correct.  Rectangles will float in |
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| **Slide [7]/ Menu Title: *Job Defining*** | | | **Objective: [1]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Use this shape to denote each reasoning why job defining is important. Use colors from the color palette | Define the Job  Defining job requirements and skills needed is important to:   1. Attract the right candidates 2. Have an efficient screening process 3. Reduce turnover 4. Enhance performance 5. Ensure compliance | *Defining job requirements and skills needed when hiring is critical because it helps the hiring team to identify the most qualified candidates for the job. Here are some of the reasons why defining job requirements and skills is so important:*  *Attracting the right candidates: By defining the job requirements and skills, you can create an accurate job description that attracts the right candidates. The job description should include essential duties, responsibilities, and qualifications, which can help candidates determine if they are a good fit for the position.*  *Efficient screening process: Clearly defined job requirements and skills help streamline the screening process. The hiring team can use these requirements to quickly eliminate candidates who do not meet the qualifications.*  *Reducing turnover: Defining job requirements and skills helps to ensure that the selected candidate has the necessary qualifications and skills to perform the job effectively. This can reduce the risk of turnover and the associated costs, such as lost productivity, recruitment, and training expenses.*  *Enhancing performance: Employees who have the necessary skills and qualifications are more likely to perform well in their job roles. Clearly defined job requirements and skills help to ensure that employees have the required competencies to meet job demands.*  *Compliance: Clearly defined job requirements and skills help to ensure that the recruitment process is fair, objective, and non-discriminatory. Employers can use these requirements to create job descriptions that comply with labor laws and regulations.*  *Overall, defining job requirements and skills is essential to ensure that the right person is hired for the job. It helps to create a more efficient and effective recruitment process, reduce turnover, and enhance employee performance.*  *Select Next to advance* | Text will float in |
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| **Slide [7a]/ Menu Title: *Job Defining Scenario* (Layer)** | | | **Objective: [3]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Scenario scene from slide 6 is continued.    Greg – talking  Jake – listening  Two large rectangles will float in and have the appearance of a document. Each document will have the job title and list of requirements. This will serve as a knowledge check for the learner to select the better option for what to include while defining a job. | Job Defining  Greg - It’s best practice to thoroughly define the job requirements and skills to ensure you know what to look for in candidates. Let’s look at an example of a weakly written job requirements section as well as a strong one.  **Job Requirement 1:**  Job: Sales Associate  Requirements:   * High school diploma or equivalent * Minimum of 2 years of experience in retail sales or related field * Proven track record of meeting and exceeding sales targets * Excellent interpersonal and customer service skills * Ability to communicate effectively and persuasively with customers * Strong attention to detail and organizational skills * Proficiency in using point-of-sale (POS) systems and other sales-related software   **Job Requirement 2:**  Job: Sales Associate  Requirements:   * Sales experience * Good people skills * Computer skills | Greg – *It’s best practice to thoroughly define the job requirements and skills to ensure you know what to look for in candidates. Let’s look at an example of a weakly written job requirements section as well as a strong one.*  Narrator – *Choose the job requirement and skills that are thoroughly defined.* | Click the correct response. Will pop up a check mark if correct or an x if incorrect.  Feedback will be given if incorrect with the explanation - The first example is well-written and detailed because it provides specific information about the job requirements and qualifications needed to perform the job successfully. The requirements are also tailored to the job, such as the need for proficiency in using POS systems and working flexible hours. This level of detail can help to attract more qualified candidates and can lead to a better hiring decision. The second example is lacking in detail and not well-written because it does not provide enough information about the job requirements or what specific skills the employer is looking for in a candidate.  Slide will auto advance after the feedback layers audio completes. |
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| **Slide [8]/ Menu Title: *Timeliness*** | | | **Objective: [1]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Rectangles with a light grey background will be used to put the text for each bullet.  An icon for each bullet will also be present, each one using a different shade of the blue in the color palette.  The icon will be in a parallelogram shape over the left side of the grey rectangle | Timeliness  Being timely in the interview process is essential for several reasons:  **Attracting Top Talent**   * Candidates often have multiple offers   **Keeping Candidates Engaged**   * Positive experience causes candidate to keep interest in the job   **Maintain Company Reputation**   * Being known to respond slow may impact the company’s ability to attract top talent in the future   **Reducing Recruitment Costs**   * The longer the recruitment process takes, the more it costs the company   **Ensuring a Successful Onboarding Process**   * Candidates who have a positive interview experience are more likely to be engaged and motivated | *As a hiring manager, being timely in the interview process is essential for several reasons:*  *Attracting top talent: Top talent is in high demand, and candidates often have multiple offers to consider. If the hiring manager is not timely in the interview process, they may lose out on the best candidates who accept another job offer.*  *Keeping candidates engaged: Candidates who have applied for a job expect a timely response from the hiring manager. If the hiring manager is slow to respond, it may result in a negative candidate experience, causing the candidate to lose interest in the job.*  *Maintaining the company's reputation: Being timely in the interview process is crucial to maintaining the company's reputation. If the company is known for being slow to respond or unorganized in the interview process, it may impact the company's ability to attract top talent in the future.*  *Reducing recruitment costs: Timeliness in the interview process can help to reduce recruitment costs. The longer the recruitment process takes, the more it costs the company in terms of advertising, screening, and other recruitment-related expenses.*  *Ensuring a successful onboarding process: Being timely in the interview process sets the stage for a successful onboarding process. Candidates who have a positive experience during the interview process are more likely to be engaged and motivated when they start their new job.*  *Select Next to advance* | Text will float in |
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| **Slide [8a]/ Menu Title: *Timeliness Scenario (Layer)*** | | | **Objective: [1]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Scenario scene is continued from slide 7. Jake and Greg are having a conversation while sitting across from each other in an office setting.  Jake – talking  Greg - listening    Caption bubbles will be above both characters as they speak. | Timeliness  Jake – The next important step to take into consideration is timeliness. I remember a time when we had a highly qualified candidate selected after interviewing, but they turned us down because we took several weeks to respond. The candidate thought they didn’t get the job and applied elsewhere. The other company valued the candidates time and responded promptly. Ultimately the candidate chose to go with that company since they hadn’t heard back from us yet.  Greg – Wow. I hadn’t thought about it from that perspective. I understand it can be challenging on the candidate to have to wait weeks to hear back from the interview. We want to avoid that and make a decision in a timely fashion. | Jake - *The next important step to take into consideration is timeliness. I remember a time when we had a highly qualified candidate selected after interviewing, but they turned us down because we took several weeks to respond. It turns out the candidate thought they didn’t get the job and applied elsewhere. The other company valued the candidates time and responded promptly. Ultimately the candidate chose to go with that company since they hadn’t heard back from us yet.*  Greg - *Wow. I hadn’t thought about it from that perspective. I understand it can be challenging on the candidate to have to wait weeks to hear back from the interview. We want to avoid that and make a decision in a timely fashion.*  *Select Next to advance* | Captions will fade in with VO |
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| **Slide [9]/ Menu Title: *Preparation*** | | | **Objective: [2]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Show illustrated image of two people across the table from each other.  The person on the right will have speech bubbles with interview questions such as “Tell me about yourself. What motivates you? What is your greatest strength?”  On the left, create a scroll visual that has the content starting with “prepare interview questions that…” through the last bullet point. | Preparation  **Prepare interview questions that:**   * Cover all necessary content and topics * Are important to the job * Check to see if the candidate fits with the company culture | *Selecting the right interview questions is crucial. Make sure that when preparing your interview questions, you consider:*  *Topics. The right interview questions should be specific enough to assess the candidate's knowledge and skills related to the job, but also general enough to provide a broad understanding of their background. This helps the hiring manager to assess the candidate's expertise in the relevant areas, and to see how their skills and knowledge can be applied in the job.*  *Relevancy. It's essential to select interview questions that are directly relevant to the job requirements. The questions should be designed to assess the candidate's ability to perform the job duties and responsibilities effectively. This ensures that the selected candidate has the necessary skills and experience to succeed in the job.*  *Culture. It's important to ask questions that help determine if the candidate is a good fit for the company culture. This can include questions about their communication style, work ethic, and problem-solving approach. These questions help to assess whether the candidate's values align with the company's values and goals.*  *It is also important to be able to improvise. We are unable to predict every answer the candidate gives, so be ready to improvise in the event that the candidate says something that you want to dig in deeper on.*  *We also don’t recommend coding tests, as it pressures the candidate and they may not do as well with others watching than if they were doing it on the job.*  *Overall, selecting the right interview questions is critical to ensure that the hiring manager can make informed decisions when selecting the right candidate for the job. The questions should be specific enough to assess the candidate's knowledge and skills, directly relevant to the job requirements, and should help determine if the candidate is a good fit for the company culture.*  *Select Next to advance* | Bullet point text will float in with VO |
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| **Slide [9a]/ Menu Title: *Preparation Scenario (Layer)*** | | | **Objective: [3]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Continue scenario scene from slide 8 with Jake and Greg having a conversation sitting across from each other in an office. This will serve the purpose of a knowledge check.  Greg – talking  Jake – thinking  Flip cards with questions and answers to if they are quality or not on the back. | Preparation  Greg – Let’s practice selecting quality interview questions.  Determine if each of these questions are good interview questions. Click each one to see the answer.  Question 1: What is your marital status?  Question 2: Can you tell us about a time when you faced a difficult problem and how you solved it?  Question 3: How do you handle conflicts or difficult situations with coworkers or team members?  Question 4: What is your political affiliation? | Greg – *Let’s practice selecting quality interview questions.*  *Read through each of the interview questions. Determine whether or not they are good interview questions. Click each one to see the answer.*  *Select Next to advance* | Flip cards – float in |
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| **Slide [10]/ Menu Title: *Logistics*** | | | **Objective: [1]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Three hexagons arranged with one corner touching the next. They will be offset.  Each hexagon will be one of the questions: who, where, and when.  Outside but near each hexagon will be the full question.  The hexagons will be different colors from the color palette | Logistics  Planning the Logistics of the Interview:   1. Who will be conducting the interview? 2. Where will the interview take place? 3. When will the interview take place? | *Prior to setting up the interview, the logistics need to be thought of and planned for.*  *The following items need to be planned for ahead of time:*  *Who will be conducting the interview? It is important to have a well-trained hiring manager conducting interviews because they can effectively evaluate candidates' qualifications, ask relevant and appropriate questions, and provide a positive candidate experience. A skilled hiring manager can also help ensure that the hiring process is fair, consistent, and in line with the organization's values and goals.*  *Where will the interview take place? Is that location clean and representative of our company? Is it an in person or virtual interview?*  *When will the interview take place? It is important to make sure all necessary members of the interview team are available during the time of the interview, as we don’t want to make the candidate have to come back.*  *Select next to advance.* | Text will float in |
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| **Slide [10a]/ Menu Title: *Logistics Scenario (Layer)*** | | | **Objective: [3]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Continue scene from slide 9 with Jake and Greg sitting across from each other in an office having a conversation.  Jake – talking  Greg – listening  Image will pop in of a document with a list of outcomes from not having a well trained hiring manager. This will be the select all that apply portion | Logistics  Jake – I didn’t realize the effects of not having a well-trained staff of hiring managers.  Greg – Me too. Let’s create a list of things that could happen if we don’t use trained hiring managers.  Identify what could happen as a result of not having a well-trained hiring manager. Select all that apply.   1. High turnover rate 2. Low turnover rate 3. Decreased employee morale 4. Negative company reputation 5. Increased employee morale | Jake – *I didn’t realize the effects of not having a well-trained staff of hiring managers.*  Greg – *Me too. Let’s create a list of things that could happen if we don’t use trained hiring managers.*  Narrator – *Identify what could happen as a result of not having a well-trained hiring manager. Select all that apply.*  *Then, select Next to advance* | Text will fade in with VO  Learner will select all that apply using check marks. |
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| **Slide [12]/ Menu Title: *Social Skills*** | | | **Objective: [1]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Image on left side of slide with text on right | Social Skills  Hiring managers and recruiters need to employ strong social skills such as:   * Listening skills * Respect * Positive attitude * Professionalism | *A hiring manager's social skills are essential during an interview because they play a significant role in creating a positive candidate experience. When a hiring manager has good social skills, they can make the candidate feel comfortable, engaged, and valued, which can lead to a more productive and meaningful conversation. This can help the hiring manager to better assess the candidate's qualifications, personality, and fit for the position, which can ultimately lead to better hiring decisions. Additionally, a hiring manager with strong social skills can help to build the organization's reputation and employer brand by leaving a positive impression on candidates, even if they are not ultimately selected for the position.*  *Select Next to advance* | Text will float in |
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| **Slide [12a]/ Menu Title: *Social Skills Scenario (Layer)*** | | | **Objective: [3]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Continue scene from slide 11 with Jake and Greg in an office sitting across from each other talking.    Greg – talking  Jake – talking | Social Skills  Greg – Let’s think about this one for a minute. Why does it matter for a hiring manager to have social skills? Shouldn’t we be paying attention to the candidates social skills instead of the hiring manager?  Jake – Imagine this scenario. A hiring manager is conducting an interview with a candidate. The candidate seems nervous and is having difficulty answering some of the questions. The hiring manager notices this and decides to take a moment to put the candidate at ease by asking some friendly, non-work related questions. This helps the candidate relax and opens up more during the rest of the interview, allowing the hiring manager to get a better sense of their qualifications and fit for the role. After the interview, the hiring manager reflects on how their social skills helped them to better connect with the candidate and make a more informed hiring decision.  Now does that make sense?  Greg – Oh yes, I understand now. I didn’t realize the hiring manager played such a big part in the outcome of the hiring process. | Greg - *Let’s think about this one for a minute. Why does it matter for a hiring manager to have social skills? Shouldn’t we be paying attention to the candidates social skills instead of the hiring manager?*  Jake – *Imagine this scenario.*  *A hiring manager is conducting an interview with a candidate. The candidate seems nervous and is having difficulty answering some of the questions. The hiring manager notices this and decides to take a moment to put the candidate at ease by asking some friendly, non-work related questions. This helps the candidate relax and opens up more during the rest of the interview, allowing the hiring manager to get a better sense of their qualifications and fit for the role. After the interview, the hiring manager reflects on how their social skills helped them to better connect with the candidate and make a more informed hiring decision.*  *Now does that make sense?*  Greg - *Oh yes, I understand now. I didn’t realize the hiring manager played such a big part in the outcome of the hiring process.* | Captions fade in with VO  Slide will auto advance after timeline ends on layer. |
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| **Slide [13]/ Menu Title: *Assessment*** | | |  |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Image to represent knowledge featured to the side of the text with assessment information. | Assessment  5 questions  80% passing score  2 attempts  Start assessment | *It is now time to see what you have learned.*  *The assessment will contain five questions.*  *The passing score is 80%.*  *You are allowed 2 attempts.*  *When you are ready, click the start assessment button.* | Next button is hidden.  Start assessment button pops up as VO announces it. |
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| **Slide [14]/ Menu Title: *Question 1 (Hidden from menu)*** | | | **Objective: [2]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Feedback layers will be present with a post-quiz review option. | Question 1  Select the best interview question to learn about the candidate’s qualifications, skills, and knowledge.  A) What is your favorite color?  **B) Can you tell me about your relevant work experience?**  C) How do you spend your weekends?  D) Do you prefer coffee or tea? | *Select the best interview question to learn about the candidate’s qualifications, skills, and knowledge.*  *Then, click the submit checkmark.* |  |
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| **Slide [15]/ Menu Title: *Question 2 (Hidden from menu)*** | | | **Objective: [3]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Feedback layers will be present with a post-quiz review option. | Question 2  Which of the following is a strategy that a hiring manager can use to make a candidate feel comfortable and welcomed during an interview?  A) Start the interview by asking about the candidate's political views  **B) Begin with small talk and build rapport**  C) Ask the candidate to provide a copy of their credit score | *Which of the following is a strategy that a hiring manager can use to make a candidate feel comfortable and welcomed during an interview?*  *Select the correct answer. Then, click the submit checkmark.* |  |
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| **Slide [16]/ Menu Title: *Question 3 (Hidden from menu)*** | | | **Objective: [1]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Feedback layers will be present with a post-quiz review option. | Question 3  Which of the following is an important strategy for effective interviewing?  A) Interrupting the candidate to steer the conversation  **B) Allowing the candidate to speak without interruption**  C) Ignoring the candidate's responses and moving on to the next question | *Which of the following is an important strategy for effective interviewing?*  *Select the correct answer. Then, click the submit checkmark.* |  |
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| **Slide [17]/ Menu Title: *Question 4 (Hidden from menu)*** | | | **Objective: [2]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Feedback layers will be present with a post-quiz review option. | Question 4  Select the best interview question to ask a candidate.   1. What is your favorite type of food? 2. **Can you tell me about a time when you had to work with a difficult team member?** 3. Do you prefer a Windows or Mac operating system? 4. What is your favorite hobby? | *Select the best interview question to ask a candidate. Then, click the submit checkmark.* |  |
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| **Slide [18]/ Menu Title: *Question 5 (Hidden from menu)*** | | | **Objective: [1]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Feedback layers will be present with a post-quiz review option. | Question 5  Which of the following is an effective interview strategy for a hiring manager?  A) Asking candidates about their favorite vacation destination  B) Reading the candidate's resume during the interview  **C) Preparing a list of job-specific questions before the interview** | *Which of the following is an effective interview strategy for a hiring manager? Select the correct answer. Then, click the submit checkmark.* |  |
| **Notes:** | | | |

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| **Slide [19]/ Menu Title: *Results (Hidden from menu)*** | | |  |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Will automatically jump to a success or failure slide based on score. | Results    **(Score)** | *Pass – Great work! You have passed the assessment. If you’d like to review the quiz, click review. Or, click continue.*  *Fail – Unfortunately you did not pass. To review the quiz, click review. Or if you’re ready to try again, click retry quiz.* | Review quiz and retry quiz buttons are available for the learner |
| **Notes:** | | | |

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| --- | --- | --- | --- |
| **Slide [20]/ Menu Title: *Congratulations!*** | | |  |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Image to denote success and completion in the center with congratulations and text below. | Congratulations!!  You have now completed the Effective Interview Strategies for Hiring Managers training. | *Congratulations!! You have finished the Effective Interviewing Strategies for Hiring Managers training course!*  *You may now exit the course.* |  |
| **Notes:** | | | |