Subject	Topics to Include
Business Purpose	Company X sells uniforms to businesses that need them and since the pandemic the company is in need of hiring 2000 employees to fill their route specialist positions. There have been inconsistencies with recruiting good candidates and conducting interviews effectively to acquire and retain qualified candidates. A standardized interview protocol is needed in order to bring in the best, qualified candidates. ● Train hiring managers, HR personnel, and other interviewers on interview protocol. ● An understanding of the interview protocol will allow everyone to better assess whether a candidate is qualified or not. ● The more qualified candidates hired and trained will reduce the amount of time and money spent looking for more candidates. ● 80% pass rate on the assessment will determine whether interview personnel have a good understanding of the interview protocol.
Target audience	Human Resource personnel that are pairing with hiring managers. My recommendation is anyone who is involved in the interview process.
Training Time	20 minutes
Training Recommendation	● 1 e-Learning Storyline course. ● Hiring managers and HR personnel are scattered throughout each of the company's locations, with typically 1-2 hiring managers and HR employees per location. With 300 locations distributed all over the US, an eLearning course seems the most cost effective way of training these employees.
Deliverables	Storyboard including script 1 e-Learning course developed in Articulate Storyline that includes: ● Voice-over narration ● Virtual avatar ● 3 interview-based scenarios ● Final evaluation
Learning Objectives	1. Choose questions that include job skills and the culture of the company. 2. Arrange the items in order of how to prepare for an interview. 3. Determine what a comfortable interview environment would be for the candidate. 4. Assess whether a candidate is qualified utilizing a scorecard for their answers.

Subject	Topics to Include
Training Outline	**Introduction** - Welcome slide with introduction of avatar - Purpose of course. - Navigation of course. - Introduction of objectives. **Before the interview:** - All involved need to understand the interview protocol. - Who are the people involved in the interview process? - Do not go in with a checklist of candidate qualities. - Review the job description to discuss the role and its requirements. - Create questions tailored to the job requirements and the culture and dynamic of the company. - Read the candidate's resume and print out a copy for reference. - Review any work samples that a candidate submitted. - Refresh your knowledge of your company's mission and structure, as well as the benefits and perks for the position you're hiring for. **Knowledge Check: Scenario 1:** - A hiring manager and an HR person are arguing over which questions should be on the list of questions for their interview protocol. The learner will need to decide which question talks about company culture. **During the interview:** - Create a comfortable environment for candidates. - Know who is asking what questions. - Use effective note-taking. - Use interview scorecards to rate candidate answers. **Knowledge Check: Scenario 2:** - Learners need to decide which scenario would best fit the qualification of an environment that will put the candidate at ease. **After the interview:** - Tally scorecards and determine if a candidate is qualified to be hired. - Give candidates a timely response. **Summary** **Assessment** **Congratulations**
Evaluation Plan	5 assessment questions will be given - Learners must score 80% to pass with 2 attempts to pass.