Module Title: Interview Protocol Training

Target Audience: Human Resource personnel that are pairing with hiring managers. My recommendation is anyone who is involved in the interview process.

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.

Total Seat Time: 20 minutes

Learning Level: Knowledge

Outline of Course:

- Welcome
- Navigation
- Purpose
- Learning Objectives
- Before Interview
- Knowledge Check: Scenario 1
- During Interview
- Knowledge Check: Scenario 2
- After Interview
- Summary
- Assessment
- Congratulations

Font:

Bahnschrift SemiBold (body; headings)

Arial Rounded MT Bold(text boxes)

Avatar "Emilio": (audio files are provided)

Slide dimensions are 16:9 ratio with slide size (1280:720)

Text in [brackets] should not appear on the slide or be recorded in voiceover (VO)

Slide numbers with letters (ex. 1.8a) indicate layers for corresponding slide numbers.

Resources include:

https://resources.workable.com/stories-and-insights/how-to-be-good-interviewer

https://lifehacker.com/back-to-basics-perfect-your-note-taking-techniques-484879924

Color Palette:

Custom Borders, Title, and Logos

All slides will have a custom top border using a custom color palette with a logo in the top left corner.

Use Modern Player in Storyline.

Menu is free with seekbars visible and controllable for the learner on all slides and layers.

Next button will be restricted from the learner when appropriate.

Custom Next or Previous buttons will be used throughout.

Notes for Reviewers: Please focus on the _accuracy_ and _completeness_ of the content during this review cycle. "Page breaks" for the online course will be adjusted after the content is edited. Please use the comments feature to add notes to sections that need change.

Slide 1.1/Menu Title: Welcome

Visual Display	On Screen Text	Audio/Narration	Functionality
Company truck comes speeding onto the screen with the avatar, driving the truck. The truck takes up about ¾ of the slide. The truck stops and the avatar disappears from the driver's seat and pops up to the right of the screen. The avatar is facing the learner with one hand on their hip and the other hand is face up in the air gesturing. The avatar is speaking to the learner with text in callouts	[Slide Title] **Stockroom Partner Training** [Buttons] START NAVIGATION [Avatar Callout 1] Hi I am XXX and today I will take you from start to finish on Company X's new training protocol. It is always helpful when everyone is on the same page. [Avatar Callout 2] Click the START button to go straight into the course. If you want to get familiar with the navigation of the course then click the NAVIGATION button.	Hi I am Emilio and today I will take you from start to finish on Company X's new interview training protocol. It is always helpful when everyone is on the same page. Click the START button to go straight into the course. If you want to get familiar with the navigation of the course then click the NAVIGATION button.	Truck starts off screen and is set on a horizontal motion path onto the screen. The avatar is in the truck driving onto the screen and when the truck stops, the avatar is no longer in the truck and is now to the very right of the screen in front of the truck. Callout 1-2 fades in and out with audio. Custom START and NAVIGATION buttons in the shape of a truck are restricted until the end of the timeline. START button goes to slide 1.3. NAVIGATION button goes to slide 1.2.

Slide 1.2/Menu Title: Navigation

Visual Display	On Screen Text	Audio/Narration	Functionality
There is an illustration of 2 people at a table interviewing centered at the top of the slide. There are callouts (same as on welcome slide for avatar) that have the name of each navigation button in them with the tail pointing toward where the learner needs to draw their attention.	[Slide Title] **How to Navigate the Course** [Directions] Click each of the callouts to learn about the navigation of the course. [Callouts] Menu Next Pause/Play Replay Seekbar Volume Previous Resource	[Narrator] Click on the 8 callouts to learn more about how to navigate the course.	Learners will click on each navigation callout to hear about its function. Callouts have hover and visited states. Custom Next and Prev buttons in the shape of a truck are restricted until the learner visits each callout. Next button goes to slide 1.3. Prev button goes to slide 1.1.

Slide 1.2a/Menu Title: Navigation

Visual Display	On Screen Text	Audio/Narration	Functionality
Same as base slide	Same as base slide	[Narrator] The menu is a list of all the slides contained in the course.	Same as base slide

Slide 1.2b/Menu Title: Navigation

Visual Display	On Screen Text	Audio/Narration	Functionality
Same as base slide	Same as base slide	[Narrator] The pause/play button will allow you to stop and start the audio.	Same as base slide

Slide 1.2c/Menu Title: Navigation

Visual Display	On Screen Text	Audio/Narration	Functionality
Same as base slide	Same as base slide	[Narrator] The seekbar allows you to move forward or backward on a slide.	Same as base slide

Slide 1.2d/Menu Title: Navigation

Visual Display	On Screen Text	Audio/Narration	Functionality
Same as base slide	Same as base slide	[Narrator] The Previous button will allow you to go back a slide.	Same as base slide

Slide 1.2e/Menu Title: Navigation

Visual Display	On Screen Text	Audio/Narration	Functionality
Same as base slide	Same as base slide	[Narrator] The Next button will advance you to the next slide.	Same as base slide

Slide 1.2f/Menu Title: Navigation

Visual Display	On Screen Text	Audio/Narration	Functionality
Same as base slide	Same as base slide	[Narrator] The replay button allows you to hear a slide again.	Same as base slide

Slide 1.2g/Menu Title: Navigation

Visual Display	On Screen Text	Audio/Narration	Functionality
Same as base slide	Same as base slide	[Narrator] The volume button allows you to turn the sound up or down.	Same as base slide

Slide 1.2h/Menu Title: Navigation

Visual Display	On Screen Text	Audio/Narration	Functionality
Same as base slide	Same as base slide	[Narrator] Resources will take you to more links.	Same as base slide

Slide 1.3/Menu Title: Purpose

Visual Display	On Screen Text	Audio/Narration	Functionality
Avatar appears to the very right of the screen and is facing the learner talking. A callout with his text appears when he does. On screen text appears to the left of the avatar.	[Slide Title] **Purpose of the Course** [Avatar Callout] [#1] Interviewing is an important process. Take a moment and think about why it might be beneficial to have an interviewing protocol that everyone follows no matter the location. [Subtitle] **Benefits to interview protocol:**[#2]	[Avatar] Interviewing is an important process. Take a moment and think about why it might be beneficial to have an interviewing protocol that everyone follows no matter the location. [Narrator] Some benefits to having an interview protocol is that everyone will be on	Avatar and #1 will appear on screen. #1 will fade after audio is done. Pause for 2 seconds after the avatar finishes his audio to give the learner time to think about the question. Avatar will turn to the left gesturing toward the text. #2-#6 will fade in with VO. Custom Next and Prev buttons in the shape of a truck are restricted

	1. Everyone is on the same page using the same protocol. [#3] 2. We are all looking for candidates of high quality caliber. [#4] 3. Professionalism and equity within the interview process. [#5] 4. All interviewers know how to prepare for and conduct a standardized interview. [#6]	the same page no matter the location. In addition, all interviewers will be looking for candidates of high quality caliber. Another benefit is there will be professionalism and equity with the interview process. And all those involved in the interview process will know how to prepare for an interview and conduct it. This will standardize the interview process across all locations.	until the timeline ends. Next button goes to slide 1.4. Prev button goes to slide 1.2.

Slide 1.4/Menu Title: Objectives

Visual Display	On Screen Text	Audio/Narration	Functionality
Avatar appears to the very right of the screen and is facing the learner talking. A callout with his text appears when he does. On screen text appears to the left of the avatar.	[Slide Title] **Objectives of the Course** [Avatar Callout] [#1] Now that you know the purpose of this training, let's review what you are expected to learn once you have completed this course. [Subtitle] **Objectives of the course:** [#2] 1. Choose questions that are related specifically to the job requirements and culture of the company. [#3] 2. Arrange the items in order of how to prepare for an interview. [#4] 3. Determine what a comfortable interview environment would be for	[Avatar] Now that you have learned the purpose of this training, let's review what you are expected to learn once you have completed this course. [Narrator] Even before the interview starts it is important to choose questions that are related specifically to the job requirements and culture of the company. Also, you will need to know what things need to be done prior to an interview in order to be prepared. During the interview you will be able to discern what a	Avatar and #1 will appear on screen. #1 will fade after audio is done. Avatar will turn to the left gesturing toward the text. #2-#7 will fade in with VO. Custom Next and Prev buttons in the shape of a truck are restricted until the timeline ends. Next button goes to slide 1.5. Prev button goes to slide 1.3.

| | | the candidate. [#5]
4. Assess whether a candidate is qualified utilizing a scorecard for their answers. [#6] | comfortable interview environment would be for the candidate.

Also, you will be able to assess a candidate's answer utilizing a scorecard.

After the interview you will know how to assess whether a candidate is qualified.

Also, you will know the importance of giving the candidate a timely response. | |

Slide 2.1/Menu Title: Process Before Interview   **Objective: #1 and #2**

Visual Display	On Screen Text	Audio/Narration	Functionality
To the left of the screen is a tab interaction that looks like a flower. It has 8 tabs for the learner to click on with the directions in the middle. Slide title is on the right. Avatar appears to the very right of the screen and is facing the learner talking. A callout with his text appears when he does.	[Slide Title] **Before the Interview** [#1] [Avatar Callout] [#2] Before the interview there are many things you need to know. [Avatar Callout] [#3] Click each step for more information.	[Avatar] Before the interview there are many things you need to know. Click each step for more information.	#1 will fly in from the left on screen. Avatar and #2 will appear on screen. Avatar and #3 will fade out before the timeline is finished. #2 and #3 will appear on screen with VO. Smaller circles on tab interaction have hover and visited states. When the learner clicks the circles it will take them to the corresponding layer. Custom Next and Prev buttons in the shape of a truck are restricted until all layers are in their visited states. Next button goes to slide 2.2. Prev button goes to slide 1.4.

Slide 2.1a/Menu Title: Process Before Interview Objective: #1 and #2

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through and there is now a picture of a notebook open that says interview protocol in the middle of the circle where directions used to be. Above the notebook is a heading that says "Interview Protocol" Avatar is at the right of the screen, facing the learner talking, with one hand on his hip and the other hand at his mouth. A callout with his text appears when he does. Text box with red bordering contains on screen text.	[Avatar Callout] [#1] All involved in the interview process need to be trained on the interview protocol. [Subtitle in Circle] **Interview Protocol** Interview Protocol: [#2] ● Knowledgeable in subject matter. [#3] ● Assess answers effectively. [#4] ● Ability to dig deeper. [#5]	[Avatar] All involved in the interview process need to understand the interview protocol. [Narrator] It is important that your interviewers be trained to interview properly and knowledgeable of the subject matter. This will allow the interviewer to assess whether a candidate's answers are correct or incorrect. In addition, a good interviewer will "go off script" based on the candidate's answers and dig a little deeper into a person's skills.	Avatar and #1 appears on screen when the timeline starts. #1 will fade out once audio is complete. Avatar pose changes to listening. When narration says, "trained to interview properly," #2 fades in. When narration says, "knowledgeable of the subject matter," #3 fades in. When narration says, "assess whether a candidate's answers," #4 fades in. When narration says, "dig a little deeper," #5 fades in. Tab changes to visited state.

Slide 2.1b/Menu Title: Process Before Interview Objective: #1 and #2

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through and there is now a picture of two people in chairs facing each other talking in the middle of the circle. Above the picture is a heading that says "People Involved" Avatar is at the right of the screen, facing the learner talking, with arms open. A callout with his text	[Avatar Callout] [#1] Take a moment and think about who should be involved in the interview process? [Subtitle in Circle] **People Involved** People Involved: [#2] ● Hiring managers [#3] ● Human resource personnel [#4] ● Department manager [#5] ● Department worker [#6]	[Avatar] Take a moment and think about who should be involved in the interview process? [Narrator] It is important to have all interviewers present during the interview such as the hiring manager and a human resource person. It might also be beneficial to have the department manager and a department worker there as well to give better insight into the technical aspects of the job.	Avatar and #1 appears on screen when the timeline starts. #1 will fade out once audio is complete. Avatar pose changes to listening. When the narration says, "all interviewers," #2 fades in. When the narration says, "hiring manager," #3 fades in. When the narration says, "human resource person,"

appears when he does. Text box with red bordering contains on screen text.		If all hiring personnel are present for the interview then a quicker decision can be made on whether the candidate is qualified for the position or not. This will save time for the company and candidate if a second interview can be avoided.	#4 fades in. When the narration says, "department manager and a department worker," #5 and #6 fade in. Tab changes to visited state.

Slide 2.1c/Menu Title: Process Before Interview   **Objective: #1 and #2**

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through and there is now a picture of a checklist icon in the middle of the circle. Above the picture is a heading that says "No Checklist" Avatar is at the right of the screen, facing the learner talking, with arms crossed. A callout with his text appears when he does. Text box with red bordering contains on screen text.	[Avatar Callout] [#1] Do not go in with a checklist of candidate qualities. [Subtitle in Circle] **No Checklist** No Checklist: [#2] ● Might rule out qualified candidates. [#3] ● Job skills are always evolving. [#4] ● Quick, adaptable learner is best. [#5]	[Avatar] Do not go in with a checklist of candidate qualities. [Narrator] Knowing what you want is good, but don't have a checklist that would eliminate most or even all candidates. For example, job skills are always evolving. What is current may become obsolete in six months. What you need is someone who is a quick learner and adaptable.	Avatar and #1 appears on screen when the timeline starts. #1 will fade out once audio is complete. Avatar pose changes to listening. When the narration says, "don't have a checklist," #2 fades in. When the narration says, " eliminate most or even all candidates," #3 fades in. When the narration says, "job skills are always evolving," #4 fades in. When the narration says, "quick learner and adaptable," #5 fade in. Tab changes to visited state.

Slide 2.1d/Menu Title: Process Before Interview   **Objective: #1 and #2**

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through and there is now	[Avatar Callout] [#1] Define the job description to	[Avatar] Define the job description to	Avatar and #1 appears on screen when the timeline

a picture of a hand writing who, how, what, when, where, and why in the middle of the circle. Above the picture is a heading that says "Job Description" Avatar is at the right of the screen, facing the learner talking, with arms down and one hand on hip. A callout with his text appears when he does. Text box with red bordering contains on screen text.	make sure you can discuss the role and its requirements. [Subtitle in Circle] **Job Description** Job Description [#2] ● Define the job skills involved, the team culture and dynamic of the company. [#3] ● Everyone should be notified and agree to any changes to the job description prior to the interview. [#4]	make sure you can discuss the role and its requirements. [Narrator] An important first step is to fully define the job description. Know the job skills involved, the team culture and dynamic of the company. Everyone needs to agree on the job skills and the role of their ideal candidate. If there are any changes to the job description, everyone should be notified and agree on these changes. This should be done prior to the interview so that everyone has the same current information.	starts. #1 will fade out once audio is complete. Avatar pose changes to listening. When the narration says, "An important first step," #2 and #3 fades in. When the narration says, "Everyone needs," #4 fades in. Tab changes to visited state.

Slide 2.1e/Menu Title: Process Before Interview   **Objective: #1 and #2**

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through and there is now a picture of a question icon in the middle of the circle. Above the picture is a heading that says "Create Questions" Avatar is at the right of the screen, facing the learner talking, with one hand on his hip and the other hand at his mouth. A callout with his text appears when he does. Text box with red bordering contains on screen text.	[Avatar Callout] [#1] Create questions tailored to the job requirements and the company's culture. [Subtitle in Circle] **Create Questions** Create Questions: [#2] ● Identify major topics. [#3] ● Questions should be both about job skills and company culture. [#4] ● Have a subset of questions per topic. [#5] ● Be willing to improvise. [#6]	[Avatar] Create questions tailored to the job requirements and the company's culture. [Narrator] When creating questions, identify the major topics and the order in which you want to ask them. Topics should not only be about technical aspects of the job but the culture of the company as well. The candidate needs to be a good fit in all aspects. Once the major topics are identified, have a subset of questions (maybe 3) per topic.	Avatar and #1 appears on screen when the timeline starts. #1 will fade out once audio is complete. Avatar pose changes to listening. When the narration says, "creating questions," #2 fades in. When the narration says, " major topics ," #3 fades in. When the narration says, "Topics should," #4 fades in. When the narration says, "have a subset of questions," #5 fade in.

| | | If you find a candidate is very knowledgeable about a topic within asking 1 subset question, then it is probably not required to ask all subset questions within that topic. You can move on to the next topic and the next subset of questions. This will save time and allow for a better assessment of a candidate.

Be willing to improvise and dig deeper allowing an opportunity to learn even more about the candidate's skills. | When the narration says, "Be willing to," #6 fade in.

Tab changes to visited state. |

Slide 2.1f/Menu Title: Process Before Interview   **Objective: #1 and #2**

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through and there is now a picture of a resume icon in the middle of the circle. Above the picture is a heading that says "Review Resume" Avatar is at the right of the screen, facing the learner talking, with arms open. A callout with his text appears when he does. Text box with red bordering contains on screen text.	[Avatar Callout] [#1] Review the candidate's resume and print out a copy for reference during the interview. [Subtitle in Circle] **Review Resume** Review Resume: [#2] ● Print out resume, review, and make notes. [#3] ● Focus questions and highlight items needed. [#4] ● Assess job history. [#5]	[Avatar] Review the candidate's resume and print out a copy for reference during the interview. [Narrator] Before an interview, print out the candidate's resume for everyone to review and make notes on. This will allow interviewers to focus their questions or highlight anything that needs more depth. This will save time and weed out candidates that are not as qualified. If a candidate has had multiple jobs in the last several years this might be of concern and can be seen by reviewing the resume.	Avatar and #1 appears on screen when the timeline starts. #1 will fade out once audio is complete. Avatar pose changes to listening. When the narration says, "Before an interview," #2 and #3 fades in. When the narration says, "allow interviewers to," #4 fades in. When the narration says, "If a candidate has," #5 fades in. Tab changes to visited state.

Slide 2.1g/Menu Title: Process Before Interview   **Objective: #1 and #2**

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through and there is now a picture of a portfolio icon in the middle of the circle. Above the picture is a heading that says "Review Portfolio" Avatar is at the right of the screen, facing the learner talking, with arms crossed. A callout with his text appears when he does. Text box with red bordering contains on screen text.	[Avatar Callout] [#1] Review any work samples that a candidate submitted such as a portfolio. [Subtitle in Circle] **Review Portfolio** Review Portfolio: [#2] ● Look at any work samples. [#3] ● Focus questions and highlight items needed. [#4]	[Avatar] Review any work samples that a candidate submitted such as a portfolio. [Narrator] Before an interview, review a candidate's portfolio or any samples of work that would better help determine if this is a qualified candidate. This will allow interviewers to focus their questions or highlight anything that needs more depth.	Avatar and #1 appears on screen when the timeline starts. #1 will fade out once audio is complete. Avatar pose changes to listening. When the narration says, "Before an interview," #2 and #3 fades in. When the narration says, "allow interviewers to," #4 fades in. Tab changes to visited state.

Slide 2.1h/Menu Title: Process Before Interview   **Objective: #1 and #2**

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through and there is now a picture of a portfolio icon in the middle of the circle. Above the picture is a heading that says "Company Mission" Avatar is at the right of the screen, facing the learner talking, with arms down and one hand on hip. A callout with his text appears when he does. Text box with red bordering contains on screen text. At the end of the timeline	[Avatar Callout] [#1] Review the company mission, as well as the benefits and perks for the position. [Subtitle in Circle] **Company Mission** Company Mission: [#2] ● Review mission statement. [#3] ● Better assessment of candidates who align with the mission. [#4] ● Benefits and perks of position may entice highly qualified candidates. [#5]	[Avatar] Review the company mission, as well as the benefits and perks for the position. [Narrator] Before an interview, review the company's mission and structure. Candidates who are highly motivated will also review this material as well. This shows genuine interest in the company. In addition, it helps interviews to better assess whether a candidate's qualifications align with the company's mission. Also, be able to talk about the benefits and perks of the job if a candidate asks or if you are highly interested in a candidate and worried they may go elsewhere.	Avatar and #1 appears on screen when the timeline starts. #1 will fade out once audio is complete. Avatar pose changes to listening. When the narration says, "Before an interview," #2 and #3 fades in. When the narration says, "In addition, it," #4 fades in. When the narration says, "Also, be able to talk," #5 fades in. Tab changes to visited state.

the avatar and his callout appear.		[Avatar] Let's see how much you have learned. On the next slide is a scenario in which you must choose the best answer.	

Slide 2.2/Menu Title: Knowledge Check: Scenario 1   **Objective: #1**

Visual Display	On Screen Text	Audio/Narration	Functionality
Slide title is aligned to the right of the screen like in slide 2.1. Two avatars (one female and one male) are facing each other arguing with only half of their body showing. Light gray rectangle is behind the avatars. Description is above light gray rectangle but below slide title. Answers are beneath the light gray rectangle. The number that corresponds to the answer has a blue box around it.	[Slide Title] **Before the Interview** [#1] [Scenario Description] Christine and Jeremy are trying to come up with a list of questions for their interview protocol. They know that they need questions tailored to the job requirements and the company's culture. The job position is for a route specialist and they will be working side-by-side with another employee. Which question would best fit a company culture type question? [#2] [Answer #1- CORRECT] Tell me about a time when you worked with a difficult employee and how you handled that. [Answer #2- WRONG] Describe your driving record? [Answer #3- WRONG] Are you knowledgeable about RENTAL computer systems? [Answer #4- WRONG] What would you do if your customer was not happy with the order they received?	[Narrator] Christine and Jeremy are trying to come up with a list of questions for their interview protocol. They know that they need questions tailored to the job requirements and the company's culture. The job position is for a route specialist and they will be working side-by-side with another employee. Which question would best fit a company culture type question?	#1 will fly in from the left on screen. Fade in #2 once the audio is complete. Answer boxes have hover and selected states. All text and picture disappears and avatar and his callout appears. Learners will have 4 attempts to get the KC question correct. Custom Next and Prev buttons in the shape of a truck are restricted.

Slide 2.2a/Menu Title: Knowledge Check: Scenario 1   **Objective: #1**

Visual Display	On Screen Text	Audio/Narration	Functionality

| Base layer is showing through with the exception of the two arguing avatars and the light gray box.

The feedback is in a text box outlined in red.

Continue button is in blue below the feedback rectangle.

To the right of the feedback rectangle is the female avatar with her hands clasped together looking happy. Half of her body is showing. | [Feedback 1]
YES! Your answer is correct. This question has to do with company culture because working with other employees is a necessary part of the job.

[Button]
CONTINUE | [Narrator]
YES! Your answer is correct. This question has to do with company culture because working with other employees is a necessary part of the job. | Continue button will take the learner to slide 3.1. |

Slide 2.2b/Menu Title: Knowledge Check: Scenario 1   **Objective: #1**

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through with the exception of the two arguing avatars and the light gray box.

The feedback is in a text box outlined in red.

Retry button is in blue below the feedback rectangle.

To the right of the feedback rectangle is the male avatar with his hand on his temple looking displeased. Half of his body is showing. | [Feedback 2]
Sorry but your answer is incorrect. This question has to do with the technical aspects of the job description. Having a good driving record is part of the job skills requirements.

[Button]
RETRY | [Narrator]
Sorry but your answer is incorrect. This question has to do with the technical aspects of the job description. Having a good driving record is part of the job skills requirements. | Retry button will reset the slide. |

Slide 2.2c/Menu Title: Knowledge Check: Scenario 1   **Objective: #1**

Visual Display	On Screen Text	Audio/Narration	Functionality

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through with the exception of the two arguing avatars and the light gray box.

The feedback is in a text box outlined in red.

Retry button is in blue below the feedback rectangle.

To the right of the feedback rectangle is the male avatar with his hand outward toward the learner with a confused look. Half of his body is showing. | [Feedback 3]
Sorry but your answer is incorrect. This question has to do with the technical aspects of the job description. Being familiar with the route software is a bonus but not necessary since technology is always changing and retraining will always be needed.

[Button]
RETRY | [Narrator]
Sorry but your answer is incorrect. This question has to do with the technical aspects of the job description. Being familiar with the route software is a bonus but not necessary since technology is always changing and retraining will always be needed. | Retry button will reset the slide. |

Slide 2.2d/Menu Title: Knowledge Check: Scenario 1		Objective: #1	
Visual Display	**On Screen Text**	**Audio/Narration**	**Functionality**
Base layer is showing through with the exception of the two arguing avatars and the light gray box.

The feedback is in a text box outlined in red.

Retry button is in blue below the feedback rectangle.

To the right of the feedback rectangle is the female avatar with her arms crossed looking confused. Half of her body is showing. | [Feedback 4]
Sorry but your answer is incorrect. This question has to do with the technical aspects of the job description. Being able to make good decisions to keep customers happy is part of the job skills requirements.

[Button]
RETRY | [Narrator]
Sorry but your answer is incorrect. This question has to do with the technical aspects of the job description. Being able to make good decisions to keep customers happy is part of the job skills requirements. | Retry button will reset the slide. |

Slide 3.1/Menu Title: Process During Interview　　　　　　　　**Objective: #3 and #4**

Visual Display	On Screen Text	Audio/Narration	Functionality
Slide title is aligned to the right of the screen. At the top of the slide is a picture of an open highway looking into the blue sky. To the left of the slide is a tab interaction. This has 4 blue bars stacked vertically and left aligned. Behind the 4 bars is a white rectangle acting as a placeholder. Each bar has a red outline with a red circle left aligned within the bar. The circle contains an icon related to the topic of each bar. Next to the circle with the icon is the title. Bar 1 has an icon of people around a table alluding to an interview. Bar title is "Interview Environment." Bar 2 has an icon of a question mark within a speaking bubble as if asking a question. Bar title is "Question Leader." Bar 3 has an icon of a piece of paper and a pen for note taking. Bar title is "Note Taking." Bar 4 has an icon of a piece of clipboard with check marks. Bar title is "Score Card." Above the bars are the directions. On the right side of the slide is the avatar talking with hands crossed. Half of his body is showing and his text callouts appear at the start of the timeline to the left of him.	[Slide Title] **During the Interview** [#1] [Directions] Click each step of the interview process. [Avatar callout] Now that we have learned how to be prepared before an interview, we are going to learn what should happen during an interview for it to be effective. Click each step to learn about what an effective interview looks like. [Bar 1 Title] Interview Environment [Bar 2 Title] Question Leader [Bar 3 Title] Note Taking [Bar 4 Title] Score Card	[Avatar] Now that we have learned how to be prepared before an interview, we are going to learn what should happen during an interview for it to be effective. Click each step to learn about what an effective interview looks like.	#1 will fly in from the left on screen. Bars have hover states and visited states. When the learner clicks the bars it will take them to the corresponding layer. Custom Next and Prev buttons in the shape of a truck are restricted until all layers are in their visited states. Next button goes to slide 3.2. Prev button goes to slide 2.2.

Slide 3.1a/Menu Title: Process During Interview Objective: #3

Visual Display	On Screen Text	Audio/Narration	Functionality

Base layer is showing through
 	
Subtitle is to the right of the vertical bars and over a light gray rectangle box where text will appear.
	[Subtitle]
	Have a comfortable interview environment. [#1]
	
	Create a comfortable interview environment to get the best out of your candidate. Some strategies are: [#2]
	  1. Stand and shake hands [#3]
	  2. Introduce yourself [#4]
	  3. Use a welcome statement [#5]
	  4. Invite them to sit [#6]
	  5. Offer water [#7]
		[Narrator]
		A genuine attempt should be made to put the interviewee at ease. Creating a comfortable environment for candidates could help get the best out of them. There are several strategies that the interviewers can use.
		
		Each interviewer should stand up, shake hands, and introduce themselves. Smiling would be a plus.
		
		Give a welcome statement such as, "thank you for taking the time to meet with us."
		
		Invite them to sit down and get comfortable.
		
		Offer a bottle of water. When some people are nervous their throat gets dry.
			[#1] has a wipe animation with a duration of 2.00s
			
			Bar 1 turns to visited state once clicked.
			
			When the narration says, "A genuine attempt," #2 fades in.
			
			When the narration says, "Each interviewer," #3 and #4 fades in.
			
			When the narration says, "Give a welcome," #5 fades in.
			
			When the narration says, "Invite them," #6 fades in.
			
			When the narration says, "Offer bottle," #7 fades in.

Slide 3.1b/Menu Title: Process During Interview Objective: #3

Visual Display	On Screen Text	Audio/Narration	Functionality

Base layer is showing through
 	
Subtitle is to the right of the vertical bars and over a light gray rectangle box where text will appear.
	[Subtitle]
	Who will be asking what questions?[#1]
	
	Questioning is key: [#2]
	  1. Interviewers have all questions but are responsible for their question subset. [#3]
	  2. Go in depth if needed. [#4]
	  3. Have an order to ask questions. [#5]
		[Narrator]
		The questioning part is key to finding a great candidate versus a mediocre one.
		
		Interviewers should have all the questions in front of them.
		
		However, each person is responsible for their own topic with at least 2-3 subset questions to go further in depth if needed.
		
		There should be an order to the questions, so that each
			[#1] has a wipe animation with a duration of 2.00s
			
			Bar 2 turns to visited state once clicked.
			
			When the narration says, "The questioning part," #2 fades in.
			
			When the narration says, "Interviewers should have," #3 fades in.
			
			When the narration says, "However, each person is," #4 fades in.

		interviewer knows when it is their turn.	When the narration says, "There should be," #5 fades in.

Slide 3.1c/Menu Title: Process During Interview   **Objective: #4**

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through Subtitle is to the right of the vertical bars and over a light gray rectangle box where text will appear.	[Subtitle] Use effective note taking. [#1] Good note-taking skills include: [#2] 1. Organize notes. [#3] 2. Focus should be on the candidate's answers. [#4] 3. Write keywords that will jog your memory. [#5] 4. Include key areas from their resume or work samples. [#6]	[Narrator] Good note-taking skills can help you choose qualified candidates. Here are some strategies that you can use. Organization of your notes is the key to helping you remember vital information. Be sure to focus on the candidates' answers, instead of your judgements. Stick to keywords and very short sentences. Write just enough to jog your memory. Be sure to identify key areas in their resume or work samples that stood out to you.	[#1] has a wipe animation with a duration of 2.00s Bar 3 turns to visited state once clicked. When the narration says, "Good note-taking skills," #2 fades in. When the narration says, "Organization of your," #3 fades in. When the narration says, "Be sure to focus," #4 fades in. When the narration says, "Stick to keywords," #5 fades in. When the narration says, "Be sure to identify," #6 fades in.

Slide 3.1d/Menu Title: Process During Interview   **Objective: #4**

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through Subtitle is to the right of the vertical bars and over a light gray rectangle box where text will appear. At the end of the timeline the avatar and his callout	[Subtitle] A score card can be effective in assessing answers. [#1] Scorecards can help with assessment: [#2] 1. Tally card that can be used to rate answers. [#3]	[Narrator] Use interview scorecards to help rate candidate answers. Scorecards can be used to make assessments on who the best candidates are.	[#1] has a wipe animation with a duration of 2.00s Bar 4 turns to visited state once clicked. When the narration says, "Use interview scorecards," #2 fades in.

| appear. Half of his body is showing. | 2. 1 indicates a poor answer whereas a 5 indicates a good answer . [#4] | A scorecard is a quick tally for each question of how well or poor the candidate answered the question.

This score can be a 1-5 with one being a poor answer and 5 being a great answer.

[Avatar]
Let's see how much you have learned. On the next slide is a scenario in which you must choose the best answer. | When the narration says, "Tally card," #3 fades in.

When the narration says, "1 indicates a poor," #4 fades in.

All text and picture disappears and avatar and his callout appears. |
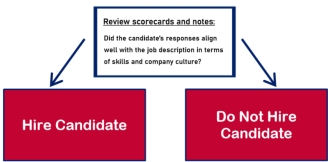
Slide 3.2/Menu Title: Knowledge Check: Scenario 2			Objective: #3
Visual Display	**On Screen Text**	**Audio/Narration**	**Functionality**
Slide title is aligned to the right of the screen. Illustration of interview to the left of the slide. Description is above light gray rectangle but below slide title. There are 4 blue boxes with red borders. Each box contains a scenario. Scenarios are beneath the light gray rectangle to the right of the illustration.	[Slide Title] Knowledge Check: Scenario 2 [#1] [Question] During an interview it is important to create an environment that puts the candidate at ease. The people involved in the interview include the hiring manager, human resource person, department manager and a department worker. Which scenario would best fit this criteria? [#2] [Top left box - Wrong] The hiring manager greets the candidate at the door and introduces himself. He says that he is happy that the candidate is here and invites him to sit. [Top right box - Wrong] The candidate walks into the interview room where all the interviewers are seated. They motion the candidate to sit in a chair and proceed to introduce themselves with a smile.		#1 will fly in from the left on screen. Fade in #2 when the timeline starts. Answer boxes have hover and selected states. Learner will choose the correct answer. Custom Next and Prev buttons in the shape of a truck are restricted.

	[Bottom left box - Wrong] The candidate walks into the room and is greeted by the department manager. He introduces everyone who is present and the candidate shakes everyone's hand. [Bottom right box - Correct] The interviewers stand and greet the candidate one by one, shaking hands. They introduce themselves with a smile and invite him to sit with a bottle of water already there.		

Slide 3.2a/Menu Title: Knowledge Check: Scenario 2			Objective: #3
Visual Display	**On Screen Text**	**Audio/Narration**	**Functionality**
Base layer is showing through. Where answers used to be is the feedback in a blue rectangle outlined in red border. A red X is in the top right hand corner with, "SORRY but you are not correct." right next to it. Feedback is below the red X and it is left aligned. The retry button is in red and below the feedback.	[Feedback] SORRY but you are not correct. Each interviewer should create an inviting atmosphere by standing, shaking the candidate's hand, giving a welcoming statement and inviting them to sit. [Button] RETRY	Sorry but you did not get this correct. The more that the interviewers do to help the candidate feel at ease, the more likely you will get the best from your candidate.	Retry button takes the learner to 4.1.

Slide 3.2b/Menu Title: Knowledge Check: Scenario 2			Objective: #3
Visual Display	**On Screen Text**	**Audio/Narration**	**Functionality**
Base layer is showing through. Where answers used to be is the feedback in a blue rectangle outlined in red border. A green check mark is in the	[Feedback] YES!! You are correct! Each interviewer should create an inviting atmosphere by standing, shaking the candidate's hand, giving a welcoming	Yes! You are correct. The more that the interviewers do to help the candidate feel at ease, the more likely you will get the best from your candidate.	Continue button takes the learner to 4.1.

top right hand corner with, "Yes!! You are correct!" right next to it.

Feedback is below the check mark and it is left aligned.

The continue button is in green and below the feedback.

statement and inviting them to sit. [Button] CONTINUE		

Slide 4.1/Menu Title: Process After Interview		Objective: #5	
Visual Display	**On Screen Text**	**Audio/Narration**	**Functionality**
Slide title is aligned to the right of the screen. Avatar is off to the right of the screen turned left toward the text. He is giving directions to the learner. His text appears in callouts. All text is contained in a rectangle group that consists of a blue rectangle behind a white rectangle. Review scorecards and notes: Did the candidate's responses align well with the job description in terms of skills and company culture? Hire Candidate Do Not Hire Candidate At the top of the screen but below the title there is the first rectangle group. This is centered in the middle of the slide. There are two more red rectangles off to the left and right and below the first rectangle. Each has a title. The left red rectangle says, Hire Candidate and the right red rectangle says Do Not Hire Candidate. There are 2 blue arrows	[Slide Title] After the Interview [#1] [Avatar Callout-1] Now that you have learned about the process that takes place before and during the interview, let's find out what is the best process for after the interview. [#2] [Left Red Rec Button] Hire Candidate [Right Red Rec Button] Do Not Hire Candidate [Top Rec Group] Review scorecards and notes: [#3] Did the candidate's responses align well with the job description in terms of skills and company culture? [#4]	Now that you have learned about the process that takes place before and during the interview, let's find out what is the best process for after the interview. After the interview is done, review the score cards and the notes you made during the interview. Ask yourself, "Did the candidate's responses align well with the job description in terms of skills and company culture?"	#1 will fly in from the left on screen. Buttons have hover and visited states. [#2] fades out once audio is complete. When the narration says, "After the interview is done," #3 wipes in from top. When the narration says, "Ask yourself," #4 wipes in from top. Custom Next and Prev buttons in the shape of a truck are restricted until all layers are in their visited states. Next button goes to slide 4.2. Prev button goes to slide 3.2

pointing from the top rectangle down to the right and left red rectangles.			

Slide 4.1a/Menu Title: Process After Interview   **Objective: #5**

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through.	[Left Red Rec Button] Hire Candidate [Top Rec Group] Responses had strong scores: [#1] - Hire immediately. - Waiting to notify the candidate could cause you to lose the candidate. [#2]	If the candidate's scores were strong, then don't wait. Offer the job immediately. You don't want to run the risk of losing that candidate to another company while they are waiting for your response.	When the learner clicks the left red rec button, the rectangle swivels and then hides to reveal text. When the narration says, "If the candidate's," #1 wipes in from top. When the narration says, "Offer the job," #2 wipes in from top.

Slide 4.1b/Menu Title: Process After Interview   **Objective: #5**

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through.	[Left Red Rec Button] Hire Candidate [Top Rec Group] Responses had poor to mediocre scores: [#1] - Do not hire. - Give candidate notice as soon as possible. [#2]	If the candidate's scores were poor to mediocre, then let them know within a day or two that they did not get the job. The candidate will appreciate the timely response and look favorably on the company.	When the learner clicks the right red rec button, the rectangle swivels and then hides to reveal text. When the narration says, "If the candidate's," #1 wipes in from top. When the narration says, "let them know," #2 wipes in from top.

Slide 5.1/Menu Title: Summary   **Objectives: #1-#5**

Visual Display	On Screen Text	Audio/Narration	Functionality
Slide title is aligned to the right of the screen.	[Slide Title] Summary of Course [#1]		#1 will fly in from the left on screen.

On the right side of the screen is a picture that is taking up 50% of the slide. This picture shows the back of a person clicking their heels up in the air. Perhaps showing they just got a job. On the left side of the slide is the slide title and underneath that is the directions. Left aligned are 3 blue oval buttons with white icons in them. 1st oval is an icon of a timeline to suggest planning and a title to the right of it that says "Before Interview." 2nd oval is an icon of clipboard with a paper on it and a title to the right of it that says "During Interview." 3rd oval is an icon of timer and a title to the right of it that says "After Interview."	[Directions] Click each button to review what you have learned.		Ovals have hover and visited states. Custom Next and Prev buttons in the shape of a truck are restricted until all layers are in their visited states.

Slide 5.1a/Menu Title: Summary			Objectives: #1-#5
Visual Display	**On Screen Text**	**Audio/Narration**	**Functionality**
Base layer is showing through but on the right side of the screen is a picture that is taking up 50% of the slide. This picture shows lots of papers on a desk. Within the picture aligned with the bottom is a blue rectangle with 40% transparency that contains the text	[Subtitle] <u>Before the interview:</u> Everyone involved should be trained on the interview protocol. [#1] Eliminate the checklist to avoid missing great candidates. [#2] Job description should include skills required for the job and company culture. [#3] Create subsets of questions within major topics. [#4]	Everyone involved (hiring manager, human resource personnel, etc.) should be trained on the interview protocol. Don't go in with a checklist that could potentially rule out qualified candidates. Job description should be well defined with job skills and company culture in mind. The job description should be agreed upon by everyone involved.	Ovals 1 will change to visited state. Text has fade in animation by paragraph. When the narration says, "Everyone involved," #1 fades in from the left. When the narration says, "Don't go in," #2 fades in from the left. When the narration says, "Job description should," #3 fades in from the left.

| | Review the following: [#5]
1. Resume
2. Work samples
3. Company mission
4. Benefits and perks of job | From the job description identify major topics and create subsets of questions within those major topics.

Review the candidate's resume and any work samples and highlight any areas that you want to focus on in the interview.

Review the company mission and perks of the position to better assess or entice candidates. | When the narration says, "From the job description," #4 fades in from the left.

When the narration says, "Review the candidate's," #5 fades in from the left. |

Slide 5.1b/Menu Title: Summary   **Objectives: #1-#5**

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through but on the right side of the screen is a picture that is taking up 50% of the slide. This picture shows lots of people sitting around a table with papers in front of them. Within the picture aligned with the bottom is a blue rectangle with 50% transparency that contains the text	[Subtitle] <u>During the interview:</u> Creating a comfortable environment. [#1] ● Stand, shake hands, introduce yourself and give a welcome statement. ● Have them sit and offer water. [#2] Interviewers should be responsible for their own topic with subset questions. [#3] Note-taking skills include organization, keywords, short sentences and identifying certain items in their resume and work samples. [#4] Scorecards can be used by rating each question of how well or poorly the candidate answered. [#5]	During the interview, creating a comfortable environment for candidates could help get the best out of them. Each interviewer should stand up, shake hands, introduce themselves and give some kind of welcome statement. Invite them to sit and offer water. During the questioning part interviewers should be responsible for their own topic with subset questions with an order to the questions. Good note-taking skills can help you choose qualified candidates. Have your notes organized with keywords and short sentences. Identify key areas in their resume or work samples.	Ovals 2 will change to visited state. Text has fade in animation by paragraph. When the narration says, "During the interview," #1 fades in from the left. When the narration says, "Each interviewer should," #2 fades in from the left. When the narration says, "During the questioning," #3 fades in from the left. When the narration says, "Good note-taking skill," #4 fades in from the left. When the narration says, "Scorecards can be," #5 fades in from the left.

		Scorecards can be used to make assessments on who the best candidates are by using a 1 to 5 tally for each question of how well or poorly the candidate answered.	

Slide 5.1c/Menu Title: Summary   **Objectives: #1-#5**

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through but on the right side of the screen is a picture that is taking up 50% of the slide. This picture shows 2 people sitting at a desk analyzing papers. Within the picture aligned with the bottom is a blue rectangle with 40% transparency that contains the text	[Subtitle] After the interview: Review score cards and notes. [#1] Candidate's with strong scores, offer the job immediately. [#2] Candidate's with poor to mediocre scores, do not hire and let them know as soon as possible. [#3]	After the interview, review score cards and notes. Candidate's with strong scores, offer the job immediately so you don't lose that candidate. Candidate's with poor to mediocre scores, do not hire and let them know as soon as possible that they did not get the job.	Ovals 2 will change to visited state. Text has fade in animation by paragraph. When the narration says, "After the interview," #1 fades in from the left. When the narration says, "Candidate's with strong," #2 fades in from the left. When the narration says, "Candidate's with poor," #3 fades in from the left.

Slide 6.1/Menu Title: Quiz Introduction

Visual Display	On Screen Text	Audio/Narration	Functionality
Slide title is aligned to the right of the screen. The avatar is sitting at a desk typing on a computer. His text appears in callouts.	[Slide Title] Assessment [#1] [Buttons] TAKE QUIZ REVIEW SUMMARY	[Avatar] It's time for your assessment. You'll answer 5 questions and you must earn 80% to pass. Click the Take Quiz button to start the	#1 will fly in from the left on screen. TAKE QUIZ button takes the learner to the quiz. REVIEW SUMMARY

Visual Display (cont.)	On Screen Text (cont.)	Audio/Narration (cont.)	Functionality (cont.)
Icon of a test paper is right align underneath the slide title and above the buttons. Buttons are in a blue box with a red border located at the bottom right of the slide.	[Avatar Callout-1] It's time for your assessment. You'll answer 5 questions and you must earn 80% to pass. [Avatar Callout-2] Click the Take Quiz button to start the assessment or click the Review Summary button to go back and review.	assessment or click the Review Summary button to go back and review.	button takes the learner back to the summary.

Slide 6.2/Menu Title: Quiz Question [Hidden from Menu]   **Objective #1**

Visual Display	On Screen Text	Audio/Narration	Functionality
Directions centered at top of slide. Blue bar under the directions goes from one side of the slide to the other containing the question. Answer choices below are the blue bar spread out horizontally. Above each answer is a picture in a circle that pertains to each description. The first answer has a picture of an angry person on the phone. The second picture is of a manager at her desk writing down something. The third picture is of a car that has been in an accident/ The fourth picture is of a person with their finger to their mouth as if saying "shh." There are 2 carts below the answers where the pictures will be dragged to. Red cart has the title Job Skills Questions. Blue card has the title Company	[Directions] Drag the correct images to each of the drop targets below. [Question] You must choose which question is related to job skills or company culture. [Answer 1- Job Skills] What would you do if a customer was upset because they received the wrong product? [Answer 2- Company Culture] What would you do if you needed an item from the product manager and they were being difficult? [Answer 3- Job Skills] If you were in an accident while on your route, how would you handle that? [Answer 4- Company Culture] You overhear an employee talking about faking an injury to go out on disability. What would you do? [Button] SUBMIT		Drag and drop interaction. Learners will drag the pictures to the cart that they think fits that question type. Submit button logs response and moves learner to next question.

Culture Questions. Submit Button is custom and in the bottom right corner.			

Slide 6.3/Menu Title: Quiz Question [Hidden from Menu]   **Objective #2**

Visual Display	On Screen Text	Audio/Narration	Functionality
Directions centered at top of slide. Blue bar under the directions goes from one side of the slide to the other containing the question. There are 4 blue circles with a white 1 in the first one, 2 in the second, 3 in the third and 4 in the last. There is a light gray rectangle behind each circle. They are positioned horizontally across the slide under the question. Answer choices are below the gray rectangles. Each answer choice is a circular picture with a text box containing a label. The first answer has a picture of a woman looking confused with question marks all around her. The label beneath says Create Questions. The second picture is of two people talking at a desk while looking at a computer. The label underneath says Define Job Description. The third picture is of a person dressed in a suit looking at a document. The label underneath says Review Resume. The fourth picture is of an office setting with many people around	[Directions] Drag the pictures to the correct circle. [Question] Arrange the items in order of how to prepare for an interview. [Answer 1- 3rd position] Create Questions [Answer 2- 2nd position] Define Job Description [Answer 3- 4th position] Review Resume [Answer 4- 1st position] Protocol Training [Button] SUBMIT		Drag and drop interaction. Learners will drag the pictures to the position they believe is the order they go in. Submit button logs response and moves learner to next question.

a table with computers open receiving training. The label underneath says Protocol Training. There are 2 carts below the answers where the pictures will be dragged to. Submit Button is custom and in the bottom right corner.			

Slide 6.4/Menu Title: Quiz Question [Hidden from Menu]			Objective #3
Visual Display	**On Screen Text**	**Audio/Narration**	**Functionality**
Directions centered at top of slide. Blue bar under the directions goes from one side of the slide to the other containing the question. Answer choices are below the question with a gray rectangle behind them Each answer choice has a red oval for the learner to click. Submit Button is custom and in the bottom right corner.	[Directions] Pick the best answer. [Question] Determine which scenario would be a comfortable interview environment for the candidate. [Answer 1- WRONG] Candidate walks into the interview room where all interviewers are seated. They motion to have him sit and offer him some water. [Answer 2- WRONG] The hiring manager welcomes the candidate into the interview room. He goes around the table and introduces everyone. As he is introducing each interviewer, they stand and shake the candidate's with a smile on their face but don't say a word. [Answer 3- CORRECT] The candidate walks into the interview room and is greeted by all interviewers who are standing, shake the candidate's hand and introduce themselves. The hiring manager says, "thank you for taking the time to meet with us.		Multiple choice interaction. Learners will choose the best answer. Submit button logs response and moves learner to next question.

	Would you like some water?" [Button] SUBMIT		

Slide 6.5/Menu Title: Quiz Question [Hidden from Menu]   **Objective #4**

Visual Display	On Screen Text	Audio/Narration	Functionality
Directions centered at top of slide. Blue bar under the directions goes from one side of the slide to the other containing the question. There is a yellow rectangle with the title Scorecard in the middle. On the left side of the rectangle is a red rectangle with the label Poor Answer. Below that is another red rectangle with a dotted line border that will act as the "bucket" for the answers. On the right side of the rectangle is a blue rectangle with the label Good Answer. Below that is another blue rectangle with a dotted line border that will act as the "bucket" for the answers. Answer choices are to the left of the Scorecard and are contained in gray text boxes. Submit Button is custom and in the bottom right corner.	[Directions] Drag each candidate's response into the poor or good answer categories. [Question] The hiring manager asks a company culture question to see how the candidate would fit in with the team that they would be working with. He asks the candidate, "If your route assistant was being difficult and not willing to work very hard that day, how would you handle this situation?" [Answer 1- Poor Answer] I would get angry that he wasn't doing his job and tell him to step it up. [Answer 2- Poor Answer] I would tell the manager and have them talk to him since I'm not his boss. [Answer 3- Good Answer] I would ask him if there is anything wrong to see if there is something bigger going on. [Answer 4- Good Answer] I would check to see if there is anything wrong, get the work down, but if it happened again I would notify management. [Button] SUBMIT		Drag and drop interaction. Learners will drag the candidate's answers to the correct bucket. Submit button logs response and moves learner to next question.

Slide 6.6/Menu Title: Quiz Question [Hidden from Menu]		Objective #5	
Visual Display	**On Screen Text**	**Audio/Narration**	**Functionality**
Directions centered at top of slide. Blue bar under the directions goes from one side of the slide to the other containing the question. Answer choices are below the question with a gray rectangle behind them. Each answer choice has a red oval for the learner to click. Submit Button is custom and in the bottom right corner.	[Directions] Pick the best candidate. [Question] If you were on a hiring team, which candidate do you think would be the most qualified for the position based on the information below. [Answer 1- WRONG] Candidate #1 scored well on most of the answers pertaining to the job skill requirements but scored mediocre on the company culture questions. [Answer 2- WRONG] Candidate #2 scored well on all of the answers pertaining to the job skill requirements and on some of the company culture questions. [Answer 3- WRONG] Candidate #3 scored well on all of the answers pertaining to the job skill requirements and the company culture questions. However, has had 5 jobs in the last 2 years. [Answer 4- CORRECT] Candidate #4 scored mediocre on some of the answers pertaining to the job skill requirements but scored really well on the company culture questions. [Button] SUBMIT		Multiple choice interaction. Learners will choose the best answer. Submit button logs response and moves learner to next question.

Slide 6.7/Menu Title: Results [Hidden from Menu]

Visual Display	On Screen Text	Audio/Narration	Functionality
Slide title is aligned right. Yellow rectangle extends from one end of the slide to the other and contains the results. There are 3 ovals connected by a dotted line. The right gray oval contains the score of the learner in %. The middle blue oval is a little bigger and contains a head icon. This will show the success or failure text. The right gray oval contains the passing score in %. Buttons are custom with blue boxes and red borders.	**[Slide Title]** Your Quiz Results [Gray Oval 1] XX% Your score [Gray Oval 3] YY% Passing score [Buttons] Review Print Retry		Use a Results slide to show the Success layer 6.7a when the timeline starts if results are equal to or greater than the passing score. Show Failure layer 6.7b when timeline starts if results are less than passing score. Base layer will be visible (show through) from Success or Failure slide layers. Results variable reference shows the percent score only. Built in graded quiz variable reference displays learner score where XX appears on slide 80% to pass shown where YY appears on the slide

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Slide 6.7a/Menu Title: Results [Hidden from Menu]

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through. Avatar is on the left with arms up like he is cheering. Callout is show with text	[Avatar callout-1] Yes you did it! [Avatar callout- 2] Click the Review button if you want to review the quiz or click the Next Button to move onto the summary. [Blue Oval 2] CONGRATS You've passed this course! [Buttons] Review Print Next	Yes you did it! Click the Review button if you want to review the quiz or click the Next Button to move onto the summary.	Avatar has a swivel animation right when the slide begins. Review button shows the correct and incorrect responses when the learner is reviewing the quiz. Next button jumps to Slide 6.8

Slide 6.7b/Menu Title: Results [Hidden from Menu]

Visual Display	On Screen Text	Audio/Narration	Functionality
Base layer is showing through. Avatar is on the left with his hands on his face disappointed. Callout is show with text	[Avatar callout-1] Oh no! Please review or retry the quiz. [Blue Oval 2] SORRY You didn't pass the course. [Buttons] Review Print Retry	Oh no! Please review or retry the quiz.	Retry button resets the results slide and takes the learner back to Slide 6.1 Review button shows the correct and incorrect responses when the learner is reviewing the quiz.

Slide 6.8/Menu Title: Results [Hidden from Menu]			
Visual Display	**On Screen Text**	**Audio/Narration**	**Functionality**
To the right of the slide are balloons and fireworks. All text is contained in a rectangle group that consists of a blue rectangle behind a white rectangle and is on the right side of the slide.	[Slide Title] Congratulations Congratulations! You completed the course. [Button] EXIT COURSE	Congratulations on completing the TruckIn Protocol Training Course. Now you have the knowledge you need to conduct an interview from beginning to end you should be able to find qualified candidates. You may click the Exit Course button to exit the course.	When the learner clicks the custom Exit Course button it will take them out of the course.