

# Effective Interviewing Practice

**Target Audience:** HR interviewers who partner with hiring managers to interview potential employees

## Learning Objectives:

1. Identify appropriate interview questions for the new-hire interview process
2. Plan a timely interview
3. Define the exact job, at the time of interview, to hire the best candidate.

**Seat Time:** 20 minutes

## Outline:

- Welcome / Navigation / Objectives
- Come Prepared
  - Determining the number of major topics in your interview.
  - Planning out at least two questions for each major topic
- Scenario
  - Real life scenario where learner will practice interviewing skills while asking relevant questions
  - Knowledge Check
- Timeliness
  - Introduction
  - Interaction
    - Outlining key components to a timely interview
  - Knowledge Check
- Know Who You Want
  - Outline the ideal candidate for the job
  - Interaction
    - Defining job requirements/responsibilities

- Summary
- Assessment
- Congratulations

## **FONT**

Titles-Times New Roman, Bold, Italic, 20

Sub-titles-Times New Roman, Bold, 14

Text- Times New Roman, 14

## **Directions:**

## **Module Resources/References:**

## **Global Comments**

Photos as well as avatars may be chosen by designer however, they must align with comments for each slide. Color palette can also be chosen by the designer, no more than 4 colors. All quiz slides will be hidden from the menu.

Slide [#1.1]/ Menu Title: <i>Welcome</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Image: An interview scene in the workplace</p> <p>Custom Buttons</p>	<p><b>Effective Interviewing Practice</b></p> <p>[Buttons]</p> <p>Start Course</p> <p>Course Navigation</p> <p>Both buttons are custom using the same color/s chosen for the course</p>	<p>[Insert Script Text]</p> <p>Welcome to Effective Interviewing Practice. This course will assist HR interviewers who partner with hiring managers with hiring qualified applicants in a timely manner. You can click the start course button in the bottom left-hand corner if you are confident with the navigation. If you need a brief overview of your navigation options, click the navigation button in the bottom right-hand corner.</p>	<p>If user clicks the Start Course button, slide will advance to slide 1.3. If user clicks navigation button, slide will advance to slide 1.2.</p>
<b>Notes: User will click start course button if they want to bypass the navigation slide.</b>			

Slide [#1.2]/ Menu Title: <i>Navigation</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: Office scene with chairs and tables</p> <p>Arrows will be needed to point to navigation features.</p>	<p>[Slide Title]</p> <p><b>Navigation</b></p> <p>Use these options to navigate the course</p>	<p>[Insert Script Text]</p> <p>Use these options to navigate the course. If you want to go backward or forward in the course, click the previous or next buttons. Accessibility options are located here. To adjust the volume, click the volume icon. Click the replay button to see the entire slide again or adjust the seek bar at any time to review a portion of the slide. You can also pause the player, click</p>	<p>Arrows will appear with narration and will remain on the screen.</p>

		the same button again to resume play. Revisit a slide by using the menu on the left. Click the next button now to begin the course.	
<b>Notes: User will need to click the next arrow to move to the next slide.</b>			

Slide [#1.3]/ Menu Title: <i>Learning Objectives</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Image: Person in the workplace or home office looking curious. Image will be transparent and cover the entire slide.</p> <p>Objectives will be written on top of transparent image using bullets or check marks.</p>	<p>[Slide Title] <b>Learning Objectives</b></p> <p>After completing this course, you will learn to:</p> <ol style="list-style-type: none"> <li>1. Identify appropriate interview questions for the new-hire interview process</li> <li>2. Plan a timely interview</li> <li>3. Define the exact job, at the time of interview, to hire the best candidate</li> </ol>	<p>[Subtitle] After completing this course, you will learn to:</p> <p>Identify appropriate interview questions for the new-hire interview process.</p> <p>Plan a timely interview</p> <p>Define the exact job, at the time of interview, to hire the best candidate.</p>	<p>Subtitle flies in from top right</p> <p>All learning objectives fly in from bottom left</p>

<b>Notes: User will need to click the next arrow to move to the next slide.</b>			

Slide [#1.4]/ Menu Title: <i>Come Prepared</i>			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Two Rectangles, one off to the left and one to the right using separate colors for each rectangle. Rectangles will be vertical taking up entire slide from top to bottom.</p> <p>Image of two note pads. One on each rectangle.</p>	<p>[Slide Title] <b>Come Prepared</b></p> <p>As a hiring manger it is important to come to every interview with relevant questions that match the position you're interviewing for.</p> <p>[Information below will be written on note pads]</p> <ul style="list-style-type: none"> <li>▪ Know every question you are going to ask</li> <li>▪ Determine the number of major topics in your interview.</li> </ul>	<p>[Insert Script Text]</p> <p>As a hiring manger it is important to come to every interview with relevant questions that match the position you're interviewing for.</p> <p>Read each bullet on the notepads below to learn more.</p> <ul style="list-style-type: none"> <li>▪ Know every question you are going to ask</li> <li>▪ Determine the number of major topics in your interview.</li> <li>▪ For each topic, determine what questions you will ask.</li> <li>▪ Make sure your questions are important to the job.</li> <li>▪ Have a few questions relating to your business and culture which you would need to decide</li> </ul>	<p>Each bullet on the two note pads will grow in separately, giving the learner time to read them.</p>

	<ul style="list-style-type: none"> <li>▪ For each topic, determine what questions you will ask. Choose at least 2. If the interviewee answers a question quickly/confidently, move on to another to another.</li> <li>▪ Make sure your questions are important to the job.</li> <li>▪ Have a few questions relating to your business and culture which you would need to decide.</li> </ul>		
<b>Notes: User will need to click the next arrow to move to the next slide.</b>			

Slide [#1.5]/ Menu Title: <i>Come Prepared (Scenario)</i>			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Image: Workspace</p> <p>Avatars: Interviewer will be a female and she will be off to the right. Her expression will be serious but not angry.</p> <p>Interviewee will be male. He will be off to the left. His expressions will be happy and confident. They will be facing each other.</p> <p>Call out shapes track their conversation</p>	<p>[Slide Title]</p> <p><b>Come Prepared Scenario</b></p> <p><b>[Interviewer Callout]</b> Hello Gregory, my name is Marie and welcome to Regroup.</p> <p><b>[Interviewee Callout]</b> Thank you, Marie, I'm excited about this opportunity.</p> <p><b>[Interviewer Callout]</b> I see you are interested in the Net Developer position. How would you maximize your time to produce more output.</p> <p><b>[Interviewee Callout]</b> Gregory's expression goes from happy to confident]</p> <p>I start off every project by creating templates. I then re-create the templates during the</p>	<p>[Insert Script Text]</p> <p>[Marie] Hello Gregory, my name is Marie and welcome to Regroup.</p> <p>[Gregory] Thank you, Marie, I'm excited about this opportunity.</p> <p>[Marie] I see you are interested in the Net Developer position. How would you maximize your time to produce more output.</p> <p>[Gregory] I start off every project by creating templates. I then re-create the templates during the project which saves time.</p> <p>At my current job, I rank in the 90<sup>th</sup> percentile for projects completed.</p> <p>[Marie] Thank you</p>	<p>The callouts will appear when the VO starts then disappear when it ends.</p>

	<p>project which saves time.</p> <p>At my current job, I rank in the 90<sup>th</sup> percentile for projects completed.</p> <p><b>[Interviewer Callout]</b> Thank you</p>		
<b>Notes: User will need to click the next arrow to move to the next slide.</b>			

Slide [#1.6]/ Menu Title: <i>Knowledge Check</i>			Objective: [#]1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Choose one color, place a rectangle on the slide and fill the rectangle with the color.	<p>[Slide Title]</p> <p><b>Knowledge Check</b></p> <p>According to best interview practice, when an interviewee answers a question quickly and confidently, should you</p>	<p><i>[Insert Script Text]</i></p> <p>It's time to check your knowledge</p> <p>According to best interview practice, when an interviewee answers a question quickly and confidently, should you</p> <p>Ask one more question on the same topic</p> <p>Move to your next topic</p>	



	<p>Ask one more question on the same topic</p> <p>Move on to your next topic</p> <p>End the interview</p> <p>[Answer: Move to your next topic]</p>	End the interview	
<b>Notes: User will need to click the next arrow to move to the next slide.</b>			

Slide [#1.7]/ Menu Title: <i>Timeliness</i>			Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Image: Co-workers in a workspace. Image is at the very bottom of the slide</p>	<p>[Slide Title]</p> <p><b>Introduction</b></p> <p>There's nothing more frustrating than having a great candidate and then losing him/her because the hiring manager doesn't put a</p>	<p>[Insert Script Text]</p> <p>There's nothing more frustrating than having a great candidate and then losing him/her because the hiring manager doesn't put a priority on getting the interview completed.</p>	<p>The first paragraph will fly in from the bottom left. The second will fly in from the top right. The third will fly in from the bottom left.</p>

	<p>priority on getting the interview completed.</p> <p>Make it a priority to get the interview scheduled for the earliest possible time.</p> <p>Remember, our company is not the only opportunity available to the candidate. We have had hiring managers cancel an interview and reschedule it. Then, on the day the rescheduled interview was to happen, the manager was a no-show. Now, the candidate says he has no desire to reschedule, and you've lost a potentially well qualified candidate.</p>	<p>Make it a priority to get the interview scheduled for the earliest possible time.</p> <p>Remember, our company is not the only opportunity available to the candidate. We have had hiring managers cancel an interview and reschedule it. Then, on the day the rescheduled interview was to happen, the manager was a no-show. Now, the candidate says he has no desire to reschedule, and you've lost a potentially well qualified candidate.</p>	
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**Notes: User will need to click the next arrow to move to the next slide.**

Slide [#1.8]/ Menu Title: <i>Timeliness</i>		Objective: [#2]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Two large rectangles will be placed on the left and right sides of the slide.</p> <p>Four smaller rectangles will be placed in the middle of the two rectangles. Learner will have the capability to drag each choice separately into either the Timely rectangle or the Untimely rectangle.</p>	<p>[Slide Title]</p> <p><b>Timeliness</b></p> <p>Drag and drop the appropriate statements below into the correct box. You cannot use the same statement twice.</p> <p>[Left Rectangle Subtitle]</p> <p>Timely</p> <p>[Right Rectangle Subtitle]</p> <p>Untimely</p> <p>[Choices]</p> <p>Schedule interview right away</p> <p>Wait 3 weeks to notify interviewee of job status</p>	<p>[Insert Script Text]</p> <p>Drag and drop the appropriate statements below into the correct box. You cannot use the same statement twice.</p>	

	Cancel interview at the last minute  Be on time and prepared for interview		
<b>Notes: The next button will be restricted until all choices are placed in the appropriate box.</b>			

Slide [#1.9/ Menu Title: <i>Knowledge Check</i>			Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same layout as slide 1.6	[Slide Title] <b>Knowledge Check</b>  When should an interview be scheduled?  Two weeks after application is submitted  Wait until the application deadline Earliest possible date  [Answer: Earliest possible date]	<i>[Insert Script Text]</i>  It's time for a knowledge check!  When should an interview be scheduled?  Two weeks after application is submitted  Wait until the application deadline  Earliest possible date	
<b>Notes: User will need to click the next arrow to move to the next slide.</b>			

Slide [#1.10]/ Menu Title: <i>Know Who You Want</i>			Objective: [#3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Image; People in the workplace. Image is transparent and covers the entire slide.	<p>[Slide Title] <b>Know Who You Want</b></p> <p>If we don't know exactly what we want and need, then how are we going to interview somebody and know they're the right match for the job?</p> <p>If you don't know exactly who you want for the role DON'T START THE INTERVIEW PROCESS.</p>	<p>[Insert Script Text]</p> <p>If we don't know exactly what we want and need, then how are we going to interview somebody and know they're the right match for the job?</p> <p>If you don't know exactly who you want for the role DON'T START THE INTERVIEW PROCESS.</p>	<p>First paragraph flies in from left.</p> <p>Second paragraph flies in from left</p>
Notes: User will need to click the next arrow to move to the next slide.			
Slide [#1.11]/ Menu Title: Know Who You Want			Objective: [#3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Three rectangles using colors used throughout the course. Label rectangles steps 1 through 3.	<b>[Slide Title]</b>  <b>Steps to Knowing Who You Want</b>  <b>Step 1</b> <b>Step 2</b> <b>Step 3</b>	<b>[Insert Script Text]</b>  Click on each step to learn more	
<b>Notes: User must visit all three steps to move to the next slide.</b>			

Slide [#1.11a]/ Menu Title:			Objective: [#3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Base layer is visible on this layer	<b>[Slide Title]</b>  [Step 1]	<b>[Insert Script Text]</b>	User will need to click on Step 1 to view slide layer

	Fully define the job		
<b>Notes: User will must click on step 1 to move to step 2.</b>			

Slide [#1.11b]/ Menu Title:			Objective: [#3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Base layer is visible on this layer	<p>[Slide Title]</p> <p>[Step 2]</p> <p>Define the personalities and culture associated with the role</p>	[Insert Script Text]	User will need to click on Step 2 to view slide layer
<b>Notes: User must click step 2 to move to step 3.</b>			

Slide [#11c]/ Menu Title:	Objective: [#3]
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Base layer is visible on this layer	<p><b>[Slide Title]</b></p> <p><b>[Step 3]</b></p> <p>Make sure everyone involved in the hiring process is on the same page</p>	<i>[Insert Script Text]</i>	User will need to click on Step 3 to view slide layer
<b>Notes: User must click step 3 for next button to be visible.</b>			

Slide [#1.12]/ Menu Title: Summary			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Image: Coworkers giving each other high-fives	<p><b>[Slide Title]</b></p> <p><b>Summary</b></p> <ul style="list-style-type: none"> <li>Asking the important questions will</li> </ul>	<p><i>[Insert Script Text]</i></p> <ul style="list-style-type: none"> <li>Asking the important questions will allow you to get to know which candidates are best suited for the role.</li> </ul>	<b>All bullets will fly in individually from the top left</b>



	<p>allow you to get to know which candidates are best suited for the role.</p> <ul style="list-style-type: none"> <li>▪ Executing a timely interview and hiring process is crucial to the company's longevity</li> <li>▪ Make sure to clearly define the job role so that you can have a pool of candidates that are qualified for the job you are hiring for</li> </ul>	<ul style="list-style-type: none"> <li>▪ Executing a timely interview and hiring process is crucial to the company's longevity</li> <li>▪ Make sure to clearly define the job role so that you can have a pool of candidates that are qualified for the job you are hiring for</li> </ul>	
<p><b>Notes: User will need to click the next arrow to move to the next slide.</b></p>			

Slide [#1.13]/ Menu Title: Quiz introduction			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Image: Employee working at a computer. Picture is centered on slide with text on top.	<p><b>[Slide Title]</b></p> <p><b>It's Time For A Quiz!</b></p> <p>Starting on the next slide, you will be given 5 questions. You will need an 80% to pass.</p>	<p><i>[Insert Script Text]</i></p> <p><b>It's Time For A Quiz!</b></p> <p>Starting on the next slide, you will be given 5 questions. You will need an 80% to pass.</p>	
<b>Notes: User will need to click the next arrow to move to the next slide.</b>			

Slide [#1.14]/ Menu Title: Question 1			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as slide 1.6	<p><b>[Slide Title]</b></p> <p><b>Question 1</b></p>	<p><i>[Insert Script Text]</i></p>	

	<p>How many topics should be discussed during the interview? Choose the best answer</p> <p>At least 1</p> <p>At least 2</p> <p>At least 3</p> <p>[Answer: at least 2]</p>		
Notes: User will need to click the next arrow to move to the next slide.			

Slide [#1.15]/ Menu Title: Question 2			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as slide 1.6	<p>[Slide Title]</p> <p>Question 2</p>	[Insert Script Text]	

	<p>Is the following statement true or false?</p> <p>The interviewer should prepare ahead of time for an interview</p> <p>True</p> <p>False</p> <p>[Answer: True]</p>		
Notes: User will need to click the next arrow to move to the next slide.			

Slide [#1.16]/ Menu Title: Question 3			Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as slide 1.6	<p>[Slide Title]</p> <p><b>Question 3</b></p> <p>Is the following statement true or false?</p>	[Insert Script Text]	

	<p>It's best to wait to the application deadline to start interviews</p> <p>True</p> <p>False</p> <p>[Answer: False]</p>		
Notes: User will need to click the next arrow to move to the next slide.			

Slide [#1.17]/ Menu Title: Question 4			Objective: [#3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as slide 1.6	<p>[Slide Title]</p> <p><b>Question 4</b></p> <p>Choose the best answer</p> <p>When outlining the job roles and responsibilities, one should</p> <p>Be specific</p>	[Insert Script Text]	

	Be vague  Be a little bit of both  [Answer: Be specific]		
Notes: User will need to click the next arrow to move to the next slide.			

Slide [#1.18]/ Menu Title: Question 5			Objective: [#3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as slide 1.6	[Slide Title]  <b>Question 5</b>  Choose the best answer  Should a hiring manager and the hiring interviewer  Be on the same page  Outline separate job roles	[Insert Script Text]	

	Argue in front of employees  [Answer: Be on the same page]		
<b>Notes: User will need to click the next arrow to move to the next slide.</b>			

Slide [#1.19]/ Menu Title: Quiz Results			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	[Slide Title]  Quiz Results  Your Score	<i>[Insert Script Text]</i>	
<b>Notes: User will need to click the next arrow to move to the next slide.</b>			

Slide [#1.20]/ Menu Title: Conclusion			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Image: Office scene. Image takes up the entire slide.  Exit course button using colors previously used	[Slide Title]  <b>Conclusion</b>  CONGRATULATIONS YOU HAVE	<i>[Insert Script Text]</i>	

	COMPLETED THE COURSE!  [Buttons]  Exit Course		
Notes: When user clicks exit course button, the user leaves the course			