Four Interview Strategies to Supercharge Your Interview Process – Storyboard

Target Audience: All human resource interviewers and hiring managers at Red Dash Coderz.

Estimated Seat Time: 20 – 25 minutes

Business Purpose

The client, Red Dash Coderz, is preparing to hire 2000 new members for their technical team this year. Red Dash has identified gaps in their interview process which has led to hiring new employees that do not match the technical, business and/or cultural fit characteristics they had hoped to attain as well as negative reviews received during post-interview candidate follow-ups. By developing a universal interview strategy, interviewers at Red Dash can significantly improve the interview process for interviewees as well as reach the hiring goals it has set for itself.

The purpose of the proposed training is:

- Implement a universal interview strategy that will increase the quality of candidates hired.
- Reduce negative response rates to the post-interview follow-ups with candidates by 20% over the next 6 months.

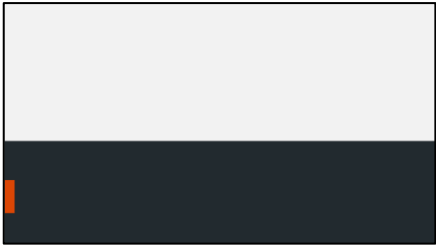**Learning Objectives**

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

1. Identify the four components of an effective interview strategy.
2. Apply the four strategies of an effective interview through scenario-based interview activities.

Global Comments/Instructions

1. Please review thoroughly for accuracy and completeness of the content during this review cycle.
2. Focus on grammar, spelling, capitalization for the onscreen text.
3. The narration/script text will not be shown on the screen. It is included to help the reviewer gauge how the language fits.
4. Under the Slide Text Column, the words in brackets [xxx] will not appear on the screen. The layer titles in bold will also not appear on the screen but are intended to help the reviewer understand the flow of topics and interactives.
5. Please leave comments in the comment feature in MS Word or within this document in the notes section under each slide.
6. As a reminder, this review cycle is due back for completion within 3 days from date of receipt.

Module Resources/References

- Job Description Resource - PDF
- Five Strategies Quick Guide - PDF

Course Style Guide

Logo | Color Palette | Fonts

RED DASH
Coderz

Color Palette:
#13093A | #DB4605 | #325360 | #FFFFFF | #F2F2F2

Slide Titles:
Calibri, 18px, Bold
Body: Calibri, 14px
Instructions:
Calibri 14px, italicized
Captions:
Calibri, 10px

Master Slide Designs | Buttons | Characters | Animations | Images | Player Properties

Master Slide Designs

Master Slide 1 Design (Gray)

Master Slide 2 Design (White)
(Thinner bottom border)

Buttons | Characters

Let's Begin

Width: 156px
Height: 53px
Color: #DB4605 – No border
Shape Effect: Outer Shadow Middle Option
Font: Calibri 14
Text Color: #FFFFFF
States:
Normal, hover, down, visited, disabled

Characters:

Lily   **Raj**

Animations | Images

A variety of interactions and animations will be included in this course. See specific slides for details.

*All Image rights have been secured.

Audio

WellSaid Lab Voice Narration
Voice Avatar:

Player Properties

Classic Player

Menu Items to Be Displayed:
- Welcome
- Introduction
- Navigation
- Objectives
- Four Strategies
- Review
- Scenario Overview
- Scenario 1
- Scenario 2
- Scenario 3
- Scenario 4
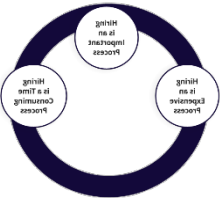- Scenario 5
- Congratulations & Summary

Scene 1 – Course Overview

Slide 1.1 | Menu Title: Welcome			Objective: N/A
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
- BG: Master Slide 1 Design - Lily waving on the left side of screen - Laptop on table on right side of screen with logo on laptop screen - Let's Begin button and Navigation button on top right corner of screen.	**Title**: Four Strategies to Supercharge Your Interview Process	[Hi, I'm Lily. I understand that you are looking to improve the interview process for your team as well as potential hires at Red Dash Coderz . I'll be your interview coach for this course and I'm happy to help. Welcome to Four Strategies to Supercharge the Interview Process We know that interviewing can be a tricky undertaking for you, the interviewer. Your time is limited, yet you want to find the right match.]	- BG, Lily, and computer all on screen when slide begins. - Title appears in separate pieces timed with audio - Learner advances to slide 1.2 when Let's Begin Button is clicked. - Learner advances to slide 1.3 when Navigation Button is clicked. - Previous | Next Buttons are hidden.

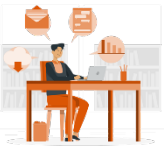| Slide 1.2 | Introduction			Objective: N/A
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
- Slide Master 2 - Desktop computer image with Lily superimposed in screen set on right side of screen 4 tablet screens arranged on two shelves with superimposed OST 1-4 displayed on each tablet to the left side of the screen.	**Title**: Introduction 1. Timeliness 2. Know What You Want 3. Be Prepared 4. Remember the Purpose of the Interview	[This course will provide you with four strategies to drive hiring excellence company wide. Through the use of consistent and deliberate interview strategies, you can supercharge your process to run effective interviews and ensure that you hire the best talent all while providing our potential hires with a positive interview experience.]	- Slide Master 2, desktop computer, Lily and 4 table screens appear on screen at start of slide. - OST 1-4 fades into a separate tablet screen timed with audio. - Next/Prev buttons are hidden. - Slide advances automatically timed with audio.
Notes:			

Slide 1.3 | Navigation			Objective: N/A
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
- BG: White - Animation of man looking at map - Slide title centered at top in dark blue rectangle shape - Arrow for each navigation button. Ex:	**Title:** Navigation 1. Next 2. Previous 3. Replay 4. Seek bar 5. Play/Pause 6. Audio 7. Menu	[Here are a few navigation tips to help you move through this course. You can select the next button to advance to the next screen and click the previous button to return to the previous screen. If you'd like to watch a screen again, simply click the replay button. Also, the seek bar will allow you to move along the timeline on the screen you are currently on. If you need to pause, the play/pause button can help you with that.	- Title is on the screen when the slide begins. - Animation of man/map enters the screen from the left when slide begins and animates. - Appearance of OST 1-7 arrows fade in with the audio and fade out immediately before next OST arrow is called - Advance to slide 1.2 upon clicking next

Menu		Do you want to turn off the audio in the course? Simply click the audio button to toggle sound on and off. You can also jump to access all areas of the course by using the menu over here on the left side of the screen. When ready, click next to begin the course.]	
Sources: Map Gif: Storyset.com			

Slide 1.4	Importance of the Interview Process (Redacted from Player Menu)			Objective: N/A
Visual	Display	On Screen Text (OST)	Narration	Voiceover	Animation	Interaction
▪ BG image: Office ▪ Lily holding clipboard on left ▪ Circle graphic to right containing 3 white-filled circles distributed around circle ▪ Circle graphic detailing OST 1-3 ▪ Circle States: normal, highlighted	1. Hiring is an Important Process 2. Hiring is a Time-Consuming Process 3. Hiring is an Expensive Process	[As an HR professional you know that recruiting is an important task.]	▪ BG image, Lily and circle graphic are on screen when slide begins. ▪ OST circle states will change to highlighted timed with text, followed by changes in layers ▪ The layers will activate and appear timed with audio. ▪ Next/Previous buttons are hidden. ▪ Learner will automatically advance to next slide timed with audio.
Layer 1 – Quality Hires			
▪ Base layer objects appear at start of this layer ▪ Lily is hidden ▪ A clipboard appears in Lily's place on left ▪ A checkmark is centered under the clip of clipboard ▪ Text box showing OST 1 is set on clipboard	1. Recruiting quality hires is vital to business success	[Recruiting quality hires is vital to business success. The manner in which we conduct interviews can impact our success in recruiting the best candidates.]	▪ Base layer items will remain on slide with exception of Lily. ▪ Clipboard will fade in on left of screen at start of slide. ▪ OST 1 text box will fly in from bottom just after start of layer. ▪ Layer will automatically advance at end of timeline on this layer.

Layer 2 – Time Consuming			
• Base layer objects appear at start of this layer • Lily is hidden • A clipboard appears in Lily's place on left • A checkmark is centered under the clip of clipboard • Text box showing OST 1 is set on clipboard • Source for fact is listed at bottom of clipboard	1. It takes the average company 42 days to bring on a new hire	[It takes the average company 42 days to bring on a new hire. From posting to evaluating to screening, interviewing and Day 1 of onboarding, it takes quite a bit of time – so you really want to select the right candidate]	• Base layer items will remain on slide with exception of Lily. • Clipboard will fade in on left of screen at start of slide. • OST 1 text box will fly in from bottom just after start of layer. • Layer will automatically advance at end of timeline on this layer.
Layer 3 – Expensive			
• Base layer objects appear at start of this layer • Lily is hidden • A clipboard appears in Lily's place on left • A checkmark is centered under the clip of clipboard • Text box showing OST 1 is set on clipboard • Source for fact is listed at bottom of clipboard	1. In the US, it costs the average business owner over $4,000 to bring on each new hire.	[In the US, it costs the average business over $4,000 to bring on each new hire. These costs include advertising costs, labor costs for both HR interviewers and hiring managers.]	• Base layer items will remain on slide with exception of Lily. • Clipboard will fade in on left of screen at start of slide. • OST 1 text box will fly in from bottom just after start of layer. • Layer will automatically advance at end of timeline on this layer.
Layer 4 – Bad Hire			
• Base layer objects appear at start of this layer • Lily is hidden • A clipboard appears in Lily's place on left • A checkmark is centered under the clip of clipboard • Text box showing OST 1 is set on clipboard • Source for fact is listed at bottom of clipboard	1. The cost of just one bad hire can cost a company over $15,000	[The cost of just one bad hire can cost a company over $15,000. Yes, $15,000. Consider the cost of hiring, onboarding, training, and then to have to go back through the cycle. That is why hiring the right candidate is so important.]	• Base layer items will remain on slide with exception of Lily. • Clipboard will fade in on left of screen at start of slide. • OST 1 text box will fly in from bottom just after start of layer. • Hide this layer and automatically advance to slide 1.6
Notes:			

Slide 1.5| Objectives			Objective: N/A
Visual	Display	On Screen Text (OST)	Narration	Voiceover	Animation	Interaction
▪ Slide Master 1 Design ▪ Slide title at bottom in slide master ▪ Lily pointing to OST 1-4 set in white filled rectangles with icons representing each objective.	**Title:** Course Objectives 1. Objective 1 2. Identify the five components of an effective interview strategy 3. Objective 2 4. Apply the five strategies of an effective interview through scenario-based interview activities.	[This course provides a framework of strategies for interviewing candidates at Red Dash Coderz. By the end of this course, you will be able to: 3. Identify the five components of an effective interview strategy 4. Apply the five strategies of an effective interview through scenario-based interview activities.]	5. Slide master and lily on screen when slide begins. 6. OST 1 – 4 fade in timed with audio. 7. Slide advances to slide 1.6 automatically at end of timeline.
Notes:			
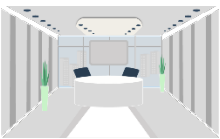
Slide 1.6	The Hiring Process (Redacted from Player Menu)			Objective: N/A
Visual	Display	On Screen Text (OST)	Narration	Voiceover	Animation	Interaction
▪ Slide Master 2 Design with slide title and image to the right of worker at desk appearing busy.	**Title**: The Hiring Process	[The hiring process can be a bit nerve-wracking and time consuming. It places additional time requirements on our HR team and our hiring managers. However, it is an important job. Prior to the interview process, much work needs to be completed. To ensure the best possible interview experience, the following	▪ Slide Master 2, slide title and image are on screen when slide starts. ▪ Each process fades in timed with audio. ▪ Each layer will automatically trigger timed with audio

		tasks need to be completed]	
Layer 1 – Craft Posting			
▪ Base layer items remain except that new image appears on right associated with specific hiring process topic.	1. Craft the job posting	[Craft the job position]	2. OST 1 will fade onto the screen timed with audio along with an associated bulleted number list (Number 1 in a circle graphic) 3. Learner will automatically advance to Layer 2 through timed trigger.
Layer 2 – Advertise the Opening			
▪ Baser layer items remain except that new image appears on right associated with specific hiring process topic.	1. Advertise the open position	[Advertise the open position	4. OST 1 will fade onto the screen timed with audio along with an associated bulleted number list (Number 2 in a circle graphic) 5. Learner will automatically advance to Layer 2 through timed trigger.
Layer 3 – Evaluate and Sort Applications			
▪ Base layer items remain except that a new image appears on the right associated with specific hiring process topic.	1. Receive and evaluate applications	[Receive and evaluate applications]	6. OST 1 will fade onto the screen timed with audio along with an associated bulleted number list (Number 2 in a circle graphic) 7. Learner will automatically advance to Layer 3 through timed trigger.
Layer 4 – Conduct Telephone Screenings			

▪ Base layer items remain except that a new image appears on the right associated with specific hiring process topic.	1. Conduct telephone screenings	[Conduct telephone screenings]	8. OST 1 will fade onto the screen timed with audio along with an associated bulleted number list (Number 4 in a circle graphic) 9. Learner will automatically advance to Layer 2 through timed trigger.
Layer 5 – Conduct the Interviews			
▪ Base layer items remain except that a new image appears on the right associated with specific hiring process topic.	**1.** Conduct the interviews	[and now … it's time to conduct the interviews. But before you jump right into the interviews, let's take a moment to look at few strategies that could improve the quality of candidates that Red Dash hires while at the same time making the interview experience a pleasant one for our potential hires.	10. OST 1 will fade onto the screen timed with audio along with an associated bulleted number list (Number 5 in a circle graphic) 11. Learner will automatically advance to Layer 2 through timed trigger.
Notes:			

Slide 1.7 | Four Strategies			Objectives: 1 & 2
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
▪ Slide Master 1 Design ▪ BG image of a whiteboard used to display all OST and graphics.	**Title:** Four Strategies to Supercharge Your Interview Process 1. Timeliness 2. Know What You Want 3. Be Prepared 4. Remember the Purpose of the Interview	[Balancing the need to ask the right questions while actively listening and evaluating a candidate's responses can be tricky. This is where a few interview strategies can come in handy. To help you prepare for and conduct interviews that help you determine the best candidate for a	▪ Slide Master 1, BG image, and Lily will appear on the screen at the start of slide ▪ OST groups will change to Highlighted state timed with audio. ▪ Next button will be disabled until all light boxes have been visited (through check input box)

Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
- Lily will be on the left with her hands extended presenting information that will appear on the whiteboard at right. - OST will be set in a grouped arrangement with an associated icon on the left and OST set in a dark blue rectangle shape to the right. - A check input box will appear at the end of each strategy that the user will click to advance to lightbox slides for each the four strategies. - An information pop-up will fade in timed with audio providing instructions for check input box.	5. Click on each check box to learn more about the four strategies.	position while at the same time providing potential hires with a positive impression of Red Dash, let's learn a few strategies that can help. Four Strategies to Supercharge your Interview Process Timeliness Know What You Want Be Prepared Remember the Purpose of the Interview Click on each input box to learn how to apply these strategies in your next interview.]	- As learner clicks each check input box they will be advanced to associated lightbox slide. - After learner has clicked all check input box and visited all lightbox slides, the next button will be enabled. - When next button clicked, slide advances to Slide 1.12

Notes:

Slide 1.8 | Lightbox 1 - Timeliness (Redacted from Player Menu)			Objectives: 1 & 2
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
- Slide is divided into two areas (left and right) - Right side has BG image of office conference room with Lily standing in the forefront with a tablet device in her hands. 	**Title**: Timelines 1. Respect the candidate's time as there is **competition for new hires.** 2. It is important to schedule interviews **without delay** and **avoid canceling interviews** as this creates poor impression of the company. 3. Be on time and **avoid distractions**.	[Respect the interviewee's time. There is competition for new hires. It is important to schedule interviews without delay. Avoid canceling interviews as this leaves candidates with a poor impression of the company. Be on time for the interview and avoid distractions during the interview. Finally, be sure that the candidates meets with the decisions makers and don't make them come back again.	- OST 1-4 enter individually timed with audio. - Learner clicks close button to return to Slide 1.7

Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
- Left side of slide has a miniature whiteboard with OST 1-4 with checkmark bullet points. - Title of light box is located at bottom in slide master bottom bar theme. - Specific words and phrases are bolded. (See OST column) ❌	4. Be sure that the candidate meets with the decisions makers. **Don't make them come back again**.	These strategies will assist you in focusing during the interview and provide the candidate with a positive first impression of Red Dash. Click the red close button at the top right of this window to close out this window.]	
Notes:			

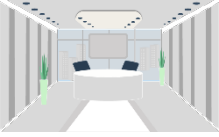| Slide 1.9| Lightbox 2 – Know What You Want (Redacted from Player Menu)			Objectives: 1 & 2
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
- Slide is divided into two areas (left and right) - Right side has BG image of office conference room with Lily standing in the forefront with a tablet device in her hands. - Left side of slide has a miniature whiteboard with OST 1-4 with checkmark bullet points. - Title of light box is located at bottom in slide master bottom bar theme.	**Title**: Know What You Want 1. Before interviewing, be sure to **define the job**, the **skills** needed and understand the **team dynamics**. 2. You don't have to use a checklist, but have a thorough **understanding of the job description**, as well as the **skills** and **characteristics** you are looking for in a candidate.	[Before you begin the interview process, be sure to define the job, the skills needed and understand the team dynamics. You don't have to use a checklist, but have a thorough understanding of the job description, as well as the skills and characteristics you are looking for in a candidate. Click the red close button at the top right of this window to close out this window.]	- OST 1-4 enter individually timed with audio. - Learner clicks close button to return to Slide 1.7

Specific words and phrases are bolded. (See OST column) ❌			

<table>
<tr><td colspan="3" style="background-color:orange">Slide 1.10| Lightbox 3 – Be Prepared (Redacted from Player Menu)</td><td style="background-color:orange">Objectives: 1 & 2</td></tr>
<tr><td>Visual | Display</td><td>On Screen Text (OST)</td><td>Narration | Voiceover</td><td>Animation | Interaction</td></tr>
<tr>
<td>

Slide is divided into two areas (left and right)
Right side has BG image of office conference room with Lily standing in the forefront with a tablet device in her hands.
Left side of slide has a miniature whiteboard with OST 1-4 with checkmark bullet points.
Title of light box is located at bottom in slide master bottom bar theme.
Specific words and phrases are bolded. (See OST column)

❌
</td>
<td>
Title: Be Prepared

Prioritize the main topics of focus.
Prepare a list of questions to ask.
Ask behavioral or situational-based questions as these will reveal a wider range of skills and characteristics.
If more than one individual will be interviewing, be sure to meet in advance to plan out the interview and divide up the questions to avoid overlap.

</td>
<td>
[Prioritize the main topics of focus. Prepare a list of questions you will ask. Ask behavioral or situational-based questions as they reveal a wider range of skills and characteristics. If more than one individual will be interviewing, be sure to meet in advance to plan out the interview and divide up the questions to avoid overlap.

Click the red close button at the top right of the window to close out this window.]
</td>
<td>

OST 1-4 enter individually timed with audio.
Learner clicks close button to return to Slide 1.7

</td>
</tr>
<tr><td colspan="4">Notes:</td></tr>
</table>

Slide 1.11| Lightbox 4 – Remember the Purpose of the Interview (Redacted from Player Menu)			Objectives: 1 & 2
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
- Slide is divided into two areas (left and right) - Right side has BG image of office conference room with Lily standing in the forefront with a tablet device in her hands. - Left side of slide has a miniature whiteboard with OST 1-4 with checkmark bullet points. - Title of light box is located at bottom in slide master bottom bar theme. - Specific words and phrases are bolded. (See OST column) ❌	**Title**: Remember the Purpose of the Interview 1. The candidate is the **STAR** of the show! 2. **Review all application materials** in advance. This will allow you to focus on the candidate's responses and determine whether or not they are able to do the job to your satisfaction. 3. Look for opportunities to **probe a little deeper** when a candidate responds as this is an excellent opportunity to learn even more about their **fit for the position**.	[The candidate is the star of this show. Be sure that you have reviewed all applications materials in advance. This will allow you to focus on the candidate's responses and determine whether or not they are able to do the job to your satisfaction. Look for opportunities to probe a little deeper when a candidate responds as this is an excellent opportunity to learn even more about their fit for the position. Click the red close button at the top right of this window to close out this window.]	- OST 1-4 enter individually timed with audio. - Learner clicks close button to return to Slide 1.7

Notes:

Slide 1.12| Scenario Set Up/Instructions (Redacted from Player Menu)			Objective: N/A
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
- BG image of office conference room (same as above) - Lily holding a folder in the forefront - Logo of company embedded in background on computer screen. - Clipboard icon located in top right corner of scene.	**Title:** N/A	[So now that you have learned about the four strategies to supercharge your interview process, we're going to put you to the test with a few interview scenarios. I will be interviewing Raj for a Full-stack web developer role at Red Dash Coderz. You will help me make decisions while interviewing that may be based on	- BG image of office, Lily, logo and clipboard appear on screen at start of slide. - Clicking Review button advances to slide 1.13 - Clicking Clipboard icon advances to Layer 1 of this slide, - Clicking next button advances to slide 1.14

circumstances or Raj's comments and responses.

Remember, this interview is our best tool to get to know our potential candidate, whether he has the skills, knowledge, and characteristics we are looking for here at Red Dash. So it is important that we use the strategies presented in this course effectively but, also that we provide Raj with a positive and pleasant interview experience. Remember, competition is fierce for technology workers.

You will be challenged by five graded questions throughout the scenarios. You will need to score 80% or better which would indicate that Raj had a positive interview experience with Red Dash.

If you'd like to review the Four Strategies before joining the interview, simply click on the Review button on the right.

If you'd like to take another look at the job description one more time, click on the clipboard in the top right corner.

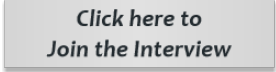If you are ready to begin, click the Next button to continue.]

Notes:

Slide 1.13 | Review			Objectives: 1 & 2
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
• Similar BG and screen set up as slide 1.7 outlining all strategies • Addition of study icon with instruction box below • All OST is set in black rectangle shapes with states (normal, hover and visited) • Return to Scenario button	**Title:** REVIEW: Four Strategies to Supercharge Your Interview Process 1. Timeliness 2. Know What You Want 3. Be Prepared 4. Remember the Purpose of the Interview 5. Let's Review. Click on each block to learn more about each strategy.	N/A	▪ Screen BG and set up is on screen at slide start. ▪ OST rectangles are triggered by click to an associated layer providing greater details about topic. ▪ When learner clicks "Return to Scenario" button, slide advances to slide 114.
Layer 1 - Timeliness			
▪ BG Office scene ▪ Slide master 2 applied ▪ Lily standing at right with tablet device. ▪ Whiteboard set at left with bulleted OST. ▪ Left pointed arrows in red for each OST portion ▪ Arrow shapes	**Title:** Timeliness 6. Respect the candidate's time as there is **competition for new hires.** 7. It is important to schedule interviews **without delay** and **avoid canceling interviews** as this creates poor impression of the company. 8. Be on time and **avoid distractions**.	[Respect the interviewee's time. There is competition for new hires. It is important to schedule interviews without delay. Avoid canceling interviews as this leaves candidates with a poor impression of the company. Be on time for the interview and avoid distractions during the interview. Finally, be sure that the candidates meets with the decisions makers and don't make them come back again. These strategies will assist you in focusing during the interview and	▪ OST will appear in bulleted listed time with audio along with fade in animation of associated arrow to call attention to each bullet point. ▪ When learner click close button, learner is returned to base layer.

	9. Be sure that the candidate meets with the decisions makers. **Don't make them come back again**.	provide the candidate with a positive first impression of Red Dash. Click the red close button at the top right of this window to close out this window.]	
Layer 2 – Know What You Want			
• Slide Master 2 applied • Image of office conference • Lily standing at right with tablet device. • Whiteboard set at left with bulleted OST. • Arrow shapes	**Title**: Know What You Want 1. Before interviewing, be sure to **define the job**, the **skills** needed and understand the **team dynamics**. 2. You don't have to use a checklist, but have a thorough **understanding of the job description**, as well as the **skills** and **characteristics** you are looking for in a candidate.	[Before you begin the interview process, be sure to define the job, the skills needed and understand the team dynamics. You don't have to use a checklist, but have a thorough understanding of the job description, as well as the skills and characteristics you are looking for in a candidate. Click the red close button at the top right of this window to close out this window.]	• OST will appear in bulleted listed time with audio along with fade in animation of associated arrow to call attention to each bullet point. • When learner click close button, learner is returned to base layer.
Layer 3 – Be Prepared			
• BG Office scene • Slide master 2 applied • Lily standing at right with tablet device. • Whiteboard set at left with bulleted OST. • Arrow shapes	**Title**: Be Prepared 1. Prioritize the **main topics** of focus. 2. Prepare a **list of questions** to ask. 3. Ask **behavioral** or **situational-based questions** as these will reveal a wider range of skills and characteristics.	[Prioritize the main topics of focus. Prepare a list of questions you will ask. Ask behavioral or situational-based questions as they reveal a wider range of skills and characteristics. If more than one individual will be interviewing, be sure to meet in advance to plan out the interview and divide up the questions to avoid overlap.	• OST will appear in bulleted listed time with audio along with fade in animation of associated arrow to call attention to each bullet point. • When learner click close button, learner is returned to base layer.

	4. If more than one individual will be interviewing, be sure to **meet in advance to plan out the interview** and divide up the questions to avoid overlap.	Click the red close button at the top right of the window to close out this window.]	

Layer 4 - Purpose			
- BG Office scene - Slide master 2 applied - Lily standing at right with tablet device. - Whiteboard set at left with bulleted OST. - Arrow shapes	**Title**: Remember the Purpose of the Interview 1. The candidate is the **STAR** of the show! 2. **Review all application materials** in advance. This will allow you to focus on the candidate's responses and determine whether or not they are able to do the job to your satisfaction. 3. Look for opportunities to **probe a little deeper** when a candidate responds as this is an excellent opportunity to learn even more about their **fit for the position**.	[The candidate is the star of this show. Be sure that you have reviewed all applications materials in advance. This will allow you to focus on the candidate's responses and determine whether or not they are able to do the job to your satisfaction. Look for opportunities to probe a little deeper when a candidate responds as this is an excellent opportunity to learn even more about their fit for the position. Click the red close button at the top right of this window to close out this window.]	- OST will appear in bulleted listed time with audio along with fade in animation of associated arrow to call attention to each bullet point. - When learner click close button, learner is returned to base layer.

Slide 1.14	Scenario Overview			Objective: N/A
Visual	Display	On Screen Text (OST)	Narration	Voiceover	Animation	Interaction
- BG is set in light gray - Avatars of Lily and Raj set in circle shape with associated color border each set on opposite sides of the screen. - Gif image of moving dots set in between Raj and Lily	**Title**: Scenario Start	Elevator music plays quietly in background. [You are about to enter the interview. Keep all that you have learned in mind as you help Lily make the best decisions. Good luck!]	- BG, Lily, Raj and dot gif are on screen at slide start. - Music automatically plays in background. - Slide advances to slide 1.15 when learner clicks "Click here to Join the Interview"

▪ Button "Click here to Join the Interview" **Click here to Join the Interview**			
Notes:			

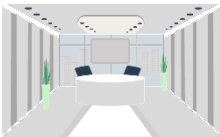| Slide 1.15 | Scenario 1			Objectives 1 & 2
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
▪ BG is set in light gray ▪ Avatars of Lily and Raj are set at opposites sides of the slide on a diagonal. ▪ Dark blue line divides the screen ▪ Talk bubble for Lily has a red dot to associate with the circle outline of her avatar ▪ Talk bubble for Raj has a dark turquoise dot to associate with the circle outline of his avatar	Lily 1. Hello Raj. It is so nice to meet you. Raj 2. Thank you for having me. I am excited to learn more about this role. Lily 3. Oh, I am so sorry for the interruptions Raj, its Lauren the Web Development Project Lead. She cannot make it today.	Lily [Hello Raj. It is so nice to meet you.] Raj [Thank you for having me. I am excited to learn more about this role.] *Text notification sound (audio) 2x	▪ BG and avatars appear on screen at start of slide. ▪ Talk bubbles fade in timed with audio. ▪ Slide advances automatically timed with audio
Layer 1 – Situation			
1. BG office scene 2. Lily on left looking surprised 3. Background on monitor is Raj	**Title:** Situation	Lily Thinking to herself . . . [What should I do?]	▪ BG office, Lily, Raj avatar on screen, and enlarged cell phone are on screen when slide begins.

4. Cell phone enlarged to the right side of screen to show text message from Lauren.			▪ Slide automatically advances to slide 1.16
Notes:			

Slide 1.16 | What Should Lily do? (Quiz Question 1) (Redacted from Player Menu)			Objectives 1 & 2
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
▪ BG office scene on left side ▪ Lily set on left side of screen with a considering/thinking pose ▪ Multiple choice question set on right side of screen with black background ▪ Question in larger font and 4 answer options below with radio button input	**Title**: What Should Lily do? ▪ Apologize to Raj but inform him that they will need to reschedule the Zoom call to a time when Lauren is able to join. ▪ Stop the interview and attempt to reach out to a member on the Web Development team to see if they can join in on the interview. ▪ Apologize for the interruption, inform Raj that Lauren is not able to join but you want to continue with the interview as you have already met with Lauren and are clear on the questions she wanted to ask. ▪ Continue with the interview but inform Raj that they will schedule a second interview when Lauren returns.	[What should Lily do? Choose the best answer below and click submit]	▪ BG, Lily, and multiple-choice question set appear on screen at start of slide. ▪ Next/previous buttons are hidden ▪ Submit button will submit multiple choice response and advance to slide 1.19
Notes:			

Slide 1.17	Scenario 2			Objectives: 1 & 2
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
- BG is set in light gray - Avatars of Lily and Raj are set at opposites sides of the slide on a diagonal. - Dark blue line divides the screen - Talk bubble for Lily has a red dot to associate with the circle outline of her avatar - Talk bubble for Raj has a dark turquoise dot to associate with the circle outline of his avatar	Lily 1. So, Raj, tell me about your last position and what your responsibilities entailed. Raj 1. My role involved programming in HTML5, CSS, JavaScript, SQL, and JQuery and I've worked extensively in .NET core.	Lily [So, Raj, tell me about your last position and what your responsibilities entailed.] Raj [My role involved programming in HTML5, CSS, JavaScript, SQL and JQuery and I've worked extensively in .NET core.]	- BG and avatars appear on screen at start of slide. - Talk bubbles fade in timed with audio. - Slide advances automatically timed with audio to Layer 1
Layer 1 Situation			
- BG office scene - Lily on left thinking pose - Large thought bubble appearing on screen to hold OST	Lily 1. Hmm… I'd like to learn more about Raj's ability to work with others and his soft skills. Lauren is looking for a team player who communicates well.	Lily [Hmm… I'd like to learn more about Raj's ability to work with others and his soft skills. Lauren is looking for a team player who communicates well.]	- BG office, Lily, Raj avatar on screen in background of office scene. and enlarged cell phone are on screen when slide begins. - Slide automatically advances to slide 1.18
Notes:			

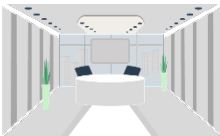| Slide 1.18| What Should Lily Do? (Quiz Question 2) (Redacted from Player Menu)			Objectives: 1 & 2
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
▪ BG office scene on left side ▪ Lily set on left side of screen with a considering/thinking pose ▪ Multiple choice question set on right side of screen with black background ▪ Question in larger font and 4 answer options below with radio button input	**Title**: Scenario 2: What Should Lily Do? 1. Which question is the most appropriate to ask when trying to learn more about Raj's ability to work effectively on a team and his soft skills? 2. Walk me through how you'd explain .NET core to a non-technical team member. 3. Do you consider yourself a team player? 4. Tell me about how you work as a member of a team. 5. What is your communication style?	[What should Lily do? Choose the best answer below and click submit]	▪ BG, Lily, and multiple-choice question set appear on screen at start of slide. ▪ Next/previous buttons are hidden ▪ Submit button will submit multiple choice response and advance to slide 1.19
Notes:			

Slide 1.19	Scenario 3		Objectives: 1 & 2
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
▪ BG is set in light gray ▪ Avatars of Lily and Raj are set at opposites sides of the slide on a diagonal. ▪ Dark blue line divides the screen ▪ Talk bubble for Lily has a red dot to associate with the circle outline of her avatar ▪ Talk bubble for Raj has a dark turquoise dot to associate with the circle outline of his avatar	Lily 1. I'd like to learn more about your work process Raj as every developer has their own approach, right? Raj 2. Yes, that is true . . .	Lily [I'd like to learn more about your work process Raj as every developer has their own approach, right?] Raj [Yes, that is true . . .]	▪ BG and avatars appear on screen at start of slide. ▪ Talk bubbles fade in timed with audio. Slide advances automatically timed with audio to Layer 1
Notes:			

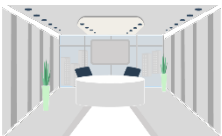| Slide 1.20 | What Should Lily Do? (Quiz Question 3) (Redacted from Player Menu)			Objectives: 1 & 2
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
▪ BG office scene on left side ▪ Lily set on left side of screen with a considering/thinking pose ▪ Multiple choice question set on right side of screen with black background	**Title**: Scenario 3: What Should Lily Do? 1. Which of the following is the best question for Lily to ask at this time to learn about how Raj's approaches his work? 2. What do you like about web development? 3. How did you get started in this field?	[What should Lily do? Choose the best answer below and click submit]	▪ BG, Lily, and multiple-choice question set appear on screen at start of slide. ▪ Next/previous buttons are hidden Submit button will submit multiple choice response and advance to slide 1.21

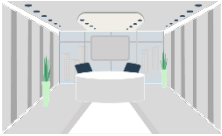|			
▪ Question in larger font and 4 answer options below with radio button input.	4. What specific coding languages are you proficient in? 5. When you're building a website, how do you balance the competing needs of SEO, accessibility, operability, design, and security?		

Notes:

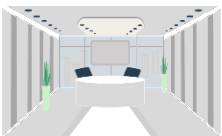| Slide 1.21 | Scenario 4			Objectives: 1 & 2
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
▪ BG is set in light gray ▪ Avatars of Lily and Raj are set at opposites sides of the slide on a diagonal. ▪ Dark blue line divides the screen ▪ Talk bubble for Lily has a red dot to associate with the circle outline of her avatar ▪ Talk bubble for Raj has a dark turquoise dot to associate with the circle outline of his avatar	Lily 1. I noticed that you graduated from Acme University with honors. What stood out to you about the program that has prepared you for your career? Raj 2. I chose Acme as it has the most innovative computer science program in the U.S. The head of the program is Renee Arthur who has partnered with all the major tech companies . . .	Lily [I noticed that you graduated from Acme University with honors. What stood out to you about the program that has prepared you for your career?] Raj [I chose Acme as it has the most innovative computer science program in the U.S. The head of the program is Renee Arthur who has partnered with all the major tech companies . . .]	▪ BG and avatars appear on screen at start of slide. ▪ Talk bubbles fade in timed with audio. ▪ Slide advances automatically timed with audio to Layer 1

Layer 1			
▪ BG office scene

▪ Lily on left excited pose
▪ Large thought bubble appearing on screen to hold OST | Lily thinking to herself

1. Oh my! I love Renee Arthur! Her TED talk is the best ever! I want to tell Raj all about it! | [Oh my! I absolutely love Renee Arthur! Her TED talk is the best ever! I've got to tell Raj all about it.] | ▪ BG office, Lily, Raj avatar on screen in background of office scene. and enlarged cell phone are on screen when slide begins.
Slide automatically advances to slide 1.22 |
| Notes: | | | |

Slide 1.22 |What Should Lily Do? (Quiz Question 4) (Redacted from Player Menu)			Objectives: 1 & 2
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
▪ BG office scene on left side

▪ Lily set on left side of screen with thinking pose
▪ Multiple choice question set on right side of screen with black background | **Title**: Scenario 4: What Should Lily Do?

1. What should Lily do at this point?
2. Immediately interject and tell Raj about her affection for Professor Arthur and her TED talk as this will help to build rapport with Raj.
3. Hold her excitement in and focus on Raj and his response to her question. | [What should Lily do? Choose the best answer below and click submit] | ▪ BG, Lily, and multiple-choice question set appear on screen at start of slide.
▪ Next/previous buttons are hidden
Submit button will submit multiple choice response and advance to slide 1.22 |
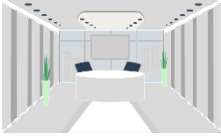
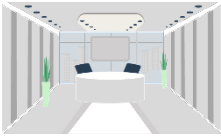|			
▪ Question in larger font and 4 answer options below with radio button input.	4. Wait until the end of the interview to bring up her knowledge of Professor Arthur.		

Notes:

Slide 1.22 |Scenario 5			Objectives: 1 & 2
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
▪ BG is set in light gray ▪ Avatars of Lily and Raj are set at opposites sides of the slide on a diagonal. ▪ Dark blue line divides the screen ▪ Talk bubble for Lily has a red dot to associate with the circle outline of her avatar ▪ Talk bubble for Raj has a dark turquoise dot to associate with the circle outline of his avatar	Lily 1. Raj, I have just one more question to ask before I provide you with an opportunity to share your questions with me. Raj 2. Ok, great. Go right ahead . . .	Lily [Raj, I have just one more question to ask before I open up the interview for you to share your questions with me.] Raj [Ok, great. Go right ahead . . .]	▪ BG and avatars appear on screen at start of slide. ▪ Talk bubbles fade in timed with audio. ▪ Slide advances automatically timed with audio to Layer 1
Layer 1			
▪ BG office scene ▪ Lily on left thinking pose ▪ Large thought bubble appearing on screen to hold OST	Lily 1. Hmm… I'm running out of time, and I still have four questions on the list. Which one should I ask?	Lily[Hmm… Time is running short; I only have time for one more question. Which one should I ask? Hmm ….]	▪ BG office, Lily, Raj avatar on screen in background of office scene. and enlarged cell phone are on screen when slide begins. ▪ Slide automatically advances to slide 1.23

Notes:

Slide 1.23 |What Should Lily Do? (Quiz Question 5) (Redacted from Player Menu)			Objectives: 1 & 2
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
- BG office scene on left side - Lily set on left side of screen with thinking pose - Multiple choice question set on right side of screen with black background - Question in larger font and 4 answer options below with radio button input	**Title**: Scenario 5: What Should Lily Do? 1. Which **one** of the four questions below should Lily ask as the final question of the interview? 2. Tell me about a time in which you encountered failure and how you approached or responded to that failure. 3. What three adjectives would your prior supervisor use to describe you. 4. What is the most important programming language that you use in your daily work? And explain your reasoning. 5. Are you willing to work overtime?	[What should Lily Do? Choose the best answer below and click submit]	- BG, Lily, and multiple-choice question set appear on screen at start of slide. - Next/previous buttons are hidden Submit button will submit multiple choice response and advance to slide 1.24
Notes:			

Slide 1.24 |How Did We Do? (Redacted from Player Menu)			Objective: N/A
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
■ BG Office Scene ■ Lily with thinking pose ■ Large white question mark superimposed on screen	**Title**: How Did We Do?	Lily [How did we do? Will Raj accept our offer? Or will he reject our offer?	■ BG and Lily are on screen at start of slide ■ Slide will automatically advance to slide 1.25 timed with audio
Notes:			

Slide 1.25 |Quiz Results – Passed (Redacted from Player Menu)			Objective: N/A
Visual | Display	On Screen Text (OST)	Narration | Voiceover	Animation | Interaction
Passed ■ BG office scene on left side ■ Lily set on left side of screen with a celebratory pose ■ Table set to right indicating results ■ Button options to Review Quiz, Print Results	**Title**: Quiz Results 1. You Passed! 2. Your Score: _____% 3. Passing Score 80% 4. Review Quiz 5. Print Results	[Way to go! You did it. You may review the quiz by clicking the Review Quiz button. You may print the results of this quiz by clicking the print results button. To continue, click the next button.	■ When learner clicks Review Quiz button, they will be able to review each quiz question. ■ When learner clicks Print Results button, they can print quiz results. ■ When learner clicks next button, slide advances to slide 1.26

Failed			
• BG office scene on left side • Lily set on left side of screen with a disappointed pose • Table set to right indicating results • Button options to Review Quiz, Retry Quiz, Print Results	1. You Didn't Pass 2. Your Score: _____% 3. Passing Score 80% 4. Review Quiz 5. Retry Quiz 6. Print Results	[You did not pass. You may re-take the course again. To review the quiz, click the review quiz button. To retry the quiz, click the retry button. To print the results of this quiz, click the print results button. If you'd like to review before retaking this quiz, click on the Review button at the top of the screen to review the four strategies and the job description. When ready, close out of that window and click on Retry Quiz here.	• When learner clicks Review Quiz button, they will be able to see which answers they chose. • When learner clicks the Retry Quiz Button, they will be returned to the beginning of the quiz scenario. • When learner clicks Print Results button, they can print quiz results. • When learner clicks Review Button, they will view a Quick Reference Sheet outlining 4 strategies.

Notes:

Slide 1.26 |Congratulations & Summary			Objective: N/A
Visual	Display	On Screen Text (OST)	Narration	Voiceover	Animation	Interaction
• BG office scene • Lily smiling pose • OST Text will appear in a white transparent rectangle shape • Download button for Quick Guide will appear at bottom center of screen	**Title**: Congratulations 1. Well done! You've completed the course. 2. You are now able to: 3. Identify the four components of an effective interview strategy 4. Apply the four strategies of an effective interview through scenario-based interview activities.	Lily [Well done! You've completed the course. You are now able to: • Identify the four components of an effective interview strategy • Apply the four strategies of an effective interview through scenario-based interview activities. Thank you for your commitment to improving our interview process	• BG and Lily will appear on screen at start of slide • OST 1-4 will appear in rectangle shape fading in from top timed with audio. • Download button will fade in timed with audio • Provide print out functionality for Quick Guide on the 4 Strategies

		here at Red Dash Coderz. We appreciate your desire to apply the most effective strategies that result in hiring the best candidates while ensuring that our job candidates have a positive interview experience.]	

Notes:

Slide 1.27│Goodbye (Redacted from Player Menu)			Objective: N/A
Visual │ Display	On Screen Text (OST)	Narration │ Voiceover	Animation │ Interaction
▪ BG office scene ▪ Lily and Raj smiling poses ▪ Door image with exit sign above ‹EXIT›	**Title: Goodbye**	[You have now completed this course. Click on the door to exit the course. Thank you.]	▪ BG office scene, Lily, Raj, and door are on screen at start of slide. ▪ When learner clicks door, they will exit the course.

Notes: