

Design Document

Four Strategies to Supercharge Your Interview Process

<i>Business Purpose</i>	<p>The client, Red Dash Solutions, 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.</p> <p>The purpose of the proposed training is:</p> <ul style="list-style-type: none">● 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.
<i>Target Audience</i>	<ul style="list-style-type: none">● All HR interviewers and hiring managers
<i>Training Time</i>	<ul style="list-style-type: none">● The seat-time for this training is approximately 20 minutes, delivered in one session and will be finalized during the design and development phases.
<i>Training Recommendation</i>	<ul style="list-style-type: none">● The recommended delivery method for this training is one interactive, Level 3 scenario-based eLearning course. This recommendation is based on the following considerations:<ul style="list-style-type: none">○ The target audience is a distributed workforce across the United States.○ An eLearning course ensures consistency and allows HR interviewers and hiring managers flexibility in scheduling course completion (within deadlines established).○ An eLearning course can be revisited for review, reference and follow-up training as needed.
<i>Deliverables</i>	<ul style="list-style-type: none">● Storyboard<ul style="list-style-type: none">○ Global design directions○ Visual / Display directions per slide○ On-Screen Text per slide○ Narration / Voiceover script per slide○ Animation / Interaction directions per slide● eLearning course (Level 3 Interactions)<ul style="list-style-type: none">○ Developed in Articulate Storyline○ Voiceover narration○ 4 relevant, real-life scenarios based on Red Dash interview strategies.○ A resource/job aid reminding learners of the 4 Strategies to Supercharge Your Interview Process○ A job description job aid

<p><i>Learning Objectives</i></p>	<p>By the end of this course, learners will be able to:</p> <ul style="list-style-type: none"> ● Identify the four components of an effective interview strategy; ● Apply the four strategies of an effective interview through scenario-based interview activities.
<p><i>Training Outline</i></p>	<p>Introduction</p> <ul style="list-style-type: none"> ● Welcome ● Navigation ● Learning Objectives ● Introduce the 4 Strategies to Supercharge Your Interview Process <ul style="list-style-type: none"> ○ Timeliness: 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 sure that when interviewing, the candidate meets the decision makers and don't make them come back again. ○ Know What You Want: Before you begin the interview process, be sure that you have defined the job, the skills needed and understand the team dynamic. You don't have to have 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. ○ Be Prepared: Prepare a list of questions you will ask. Determine the number of main topics to focus on and determine which questions you need to ask in order to be confident that the candidate is knowledgeable. Ask behavioral or situational-based questions as they reveal a wider range of skills. If more than one individual will be interviewing, divide up the questions appropriately to avoid overlap. ○ Remember the Purpose of the Interview: Focus on the candidate and ascertain 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 skills. <p>Introduction to Scenario</p> <p>The learner will be instructed as to their role as the interviewer and they will be asking questions of a candidate using the 4 Strategies to Supercharge Your Interview Process. The 4 Strategies will be provided as a job aid throughout the scenarios as a resource.</p> <p>Scenario 1 - Timeliness:</p> <p>The learner will be placed in a scenario as an avatar along with the candidate avatar where the learner will be charged with applying appropriate timeliness factors in the interview process.</p> <p>Scenario 2 - Know What You Want:</p> <p>The learner will be placed in a scenario as an avatar along with the candidate avatar where the learner will be charged with applying the Know What You Want attributes in the interview process. Learner will be provided with a job description as a resource in this scenario.</p>

	<p>Scenario 3 - Be Prepared</p> <p>The learner will be placed in a scenario as an avatar along with the candidate avatar where the learner will be charged with applying appropriate preparedness factors in the interview process.</p> <p>Scenario 4 - Focus on the Candidate</p> <p>The learner will be placed in a scenario as an avatar along with the candidate avatar where the learner will be charged with applying an appropriate focus on the candidate in the interview process.</p> <p>Scenario 5 - Mixed Strategy</p> <p>The learner will be placed in a scenario as an avatar along with the candidate avatar where the learner will be charged with applying two strategies (TBD) in the interview process.</p> <p>Results</p> <p>Result 1: Where the learner achieved at least 80% of the scenario questions correctly and the candidate is offered the job and the learner may continue through the end of the course.</p> <p>Result 2: Where the learner achieved less than 80% of the correct responses in the scenarios and the candidate has a negative impression of the company and is no longer interested in the position. The learner is offered to retake the course.</p> <p>Summary</p> <p>Certificate Input</p> <p>Goodbye!</p>
Assessment Plan	<ul style="list-style-type: none"> • Five graded scenario-based assessments built-in to the course that tie back to the learning objectives for the course. • Each scenario-based assessment is worth 0% for incorrect or 20 pts for correct. • Learner must score at least an 80% or answer 4 questions correctly to continue in the course. • If a learner achieves less than 80%, the learner will be offered the opportunity to retake the course. • Specific scenario-based questions and possible responses will be developed during the eLearning development phase of this project. • Results of candidate follow-ups will be monitored and measured to evaluate whether or not the goal of decreasing negative response rates has been reduced by 20% post training.