

## Facilitator's Guide: Conducting Effective Interviews, Session 1

**Target Audience:** This training is designed for HR Hiring Managers and SMEs who participate in interviews and/or must prepare other personnel for the interview process.

**Learning Objectives:** Upon completion of this training, participants will be able to:

1. Integrate a fair and unbiased selection process.
2. Implement 5 interviewing strategies to ensure the best candidates are identified.

### Training Purpose:

HR hiring managers and SMEs should receive the vILT (virtual instructor-led training) because of the expansive geographic locations, the ability to dialogue with other employees, and the complexity of the content. With this training, participants will see common interviewing mistakes and re-create compliant and fair interviewing questions to use straight away. This training will offer practice for HR hiring managers and SMEs, leading to an improved interview process for both interviewers and candidates. Additionally, learners will be able to use the training to inform other interviewers to ensure a fair and unbiased selection process, leading to hiring the best candidates.

### Materials / Equipment:

- Laptop, Zoom, Facilitator Guide

**Total Time:** 90 minutes

**Link to Presentation Slide Deck:** [Conducting Effective Interviews](#)

Producer: Pre-Work	Actions
	<ol style="list-style-type: none"><li>1. Set up Zoom meeting link and test audio/video/link functionality; allow facilitator to advance slides</li><li>2. Set up 4-6 breakout rooms to allow 3-5 participants per breakout room</li><li>3. Monitor waiting room, chat, and links throughout training</li><li>4. Record Zoom meeting when training begins</li></ol>

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5. Download and open PowerPoint file and test functionality
6. Open (<https://bit.ly/3NG9f7k>) to ensure it's working; share in chat for participants to use
7. Allow facilitator control to advance slides/animations
8. Set up Padlet Ice Breaker (<https://padlet.com/mistybreengill/whatthegif>), reset if necessary, and test functionality of link for slide #4
9. Go to [PollEv.com/mistybreen713](https://PollEv.com/mistybreen713) and check for functionality of link for slide #7
10. Set up Mentimeter <https://www.menti.com/ale9b3s4b9z2> (slide 1) code **52 18 80 2**, reset if necessary, and test functionality of link
11. Update PowerPoint slide #12, if needed, with Mentimeter questions URL link/code/QR code
12. Update PowerPoint slide #18, if needed, with Mentimeter questions URL link/code/QR code
13. Check the links on slide #21
14. Go to [PollEv.com/mistybreen713](https://PollEv.com/mistybreen713) (slide 2) and check for functionality of link for slide #24
15. Go to <https://www.menti.com/ale9b3s4b9z2> and start presentation for slides #12 and #18
16. Check Google Form Assessment <https://forms.gle/orCUVZZ5byDCpnBR8>

### Notes

- Whiteboard sticky notes can be substituted for Mentimeter and/or PollEverywhere; Discuss preference with facilitator
- If using Whiteboard in Zoom, click *New* and a pop-up window will appear. In that window, click on *Collaborating* and grant access to users. Granting access will enable sharing of information. Be sure to share the prompts for participants to respond to.
- Zoom Poll questions can be used in lieu of PollEverywhere; Discuss with facilitator and plan questions accordingly ([DEI questions](#))

### Facilitator: Pre-Work

#### Actions

1. Thoroughly review the Facilitator Guide, Facilitator Notes, and PowerPoint Slides
2. Familiarize yourself with the talking points under SAY and DO, especially when to use the talking points to fill in the discussion as needed; Feel free to supplement with your own insights, commentary, and questions
3. Join Zoom call 15 minutes prior to start of training
4. Open PowerPoint and add your name/date to the opening slide
5. Rehearse timing and practice sharing screen with producer
6. Collaborate with producer to adjust breakout rooms' grouping and size as needed

#### Notes

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- All slides begin with a click and show an image and title. From there, each click will advance new information. Use the presenter view to help with timing
- Aim to elicit responses from the participants every five minutes to maintain engagement


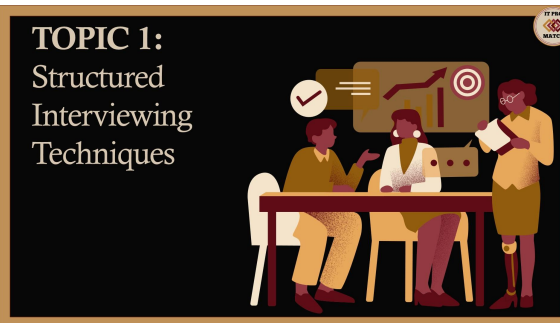
Training Outline		
Slide(s)	Approx. Time	Topic / Activity
1-3	4 minutes	Introduction, ground rules, objectives
4	3 minutes	Ice-breaker with .gifs
5-8	12 minutes	Structured Interviewing: video, PollEverywhere, identifying problems
9-13	16 minutes	Behavioral and Situational Questions: breakout room discussion and practice in Mentimeter
14	10	BREAK
15-19	10 minutes	Cultural Fit: Practice in Mentimeter
20-22	14 minutes	Collaborative Decision-Making: Job description, Vyond video, and scoring guide practice
23-25	10 minutes	Diversity, Equity, and Inclusion: Considerations and a poll in PollEverywhere
26	2 minutes	Summary
27-28	9 minutes	Assessment using Google Form/ Thank you!
<b>Total Time</b>	<b>Approximately 90 minutes</b>	


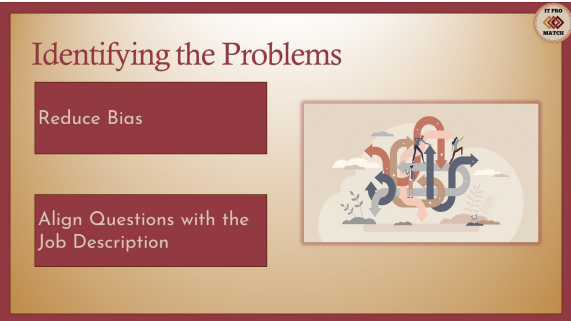
Detailed Guide			
Slide Details	Slide Thumbnail	Facilitator Notes	Producer Notes

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<p><b>Slide 1 ( 1 min )</b> Welcome</p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>Welcome to IT Pro Tech's training on Conducting Effective Interviews</li> <li>[Introduce yourself and the producer.]</li> <li>We're covering 5 key topics during the 90 minutes we have together. We'll take a break after topic 2.</li> <li>Be sure to get the bit/ly so that you can follow along and have access to the work that we're doing today.</li> </ul> <p><b>DO:</b> Provide enough information about yourself so that participants understand your qualifications.</p> <ul style="list-style-type: none"> <li>Address any questions/concerns as needed</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Monitor waiting room, let participants in</li> <li>Play music for early arrivals</li> <li>Post link to bit/ly in chat</li> </ul>
<p><b>Slide 2 (1 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>[Review the ground rules. Ask for questions]</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Clarify rules as needed</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Continue to let participants in</li> <li>Post bit/ly in chat as people arrive</li> </ul>
<p><b>Slide 3 (2 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>Today, you will practice how to integrate a fair and unbiased selection process AND implement 5 interviewing strategies to ensure the best candidates are selected</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Add additional explanation if needed</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Check Padlet again</li> </ul>

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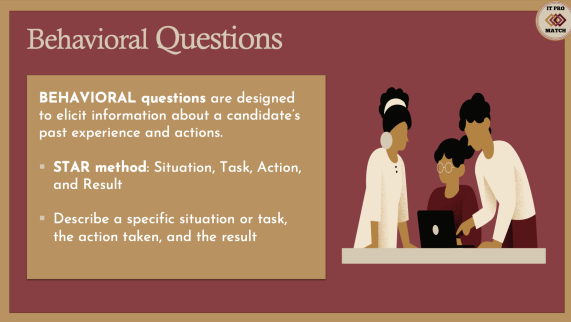
<p><b>Slide 4 (3 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>I know many people dislike ice-breakers, but who doesn't love a gif? Let' take a minute to use Padlet and Giphy to find a gif that represents YOU today. You'll find the links to the padlet and giphy in the chat. Find a gif, copy it, and paste it into the Padlet.</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Look at padlet responses. Make small-talk with participants. Help anyone who is struggling to paste their gif.</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Post padlet link in chat <a href="https://padlet.com/mistybreengill/whatthegif">https://padlet.com/mistybreengill/whatthegif</a></li> <li>Post giphy link in chat <a href="http://www.giphy.com">www.giphy.com</a></li> <li>Pull up Padlet to show replies</li> <li>Monitor for tech support</li> </ul>
<p><b>Slide 5 (1 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>Our first topic is using structured interviewing techniques. Conducting interviews without proper preparation can lead to disaster.</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Try to keep a perky pace throughout the training</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Monitor chat and answer questions</li> </ul>
<p><b>Slide 6 (2 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>We're going to start by watching a short Vyond video. You're going to answer 3 questions after viewing it. Be sure to listen to the hiring manager carefully as she interviews two candidates.</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Play video.</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Check to be sure learners can hear/see video</li> </ul>

<p><b>Slide 7 (5 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>• There are three questions to answer [read them]. We're going to write our responses to the questions in Poll Everywhere. Follow the link in the chat. You have about 5 minutes to jot down your thoughts.</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Show poll for all to see</li> <li>• Check on participants; clarify as needed</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Put PollEverywhere link in chat <a href="https://PollEv.com/mistybreen713">PollEv.com/mistybreen713</a></li> <li>• Pull up responses to share as they are entered</li> <li>• Monitor for tech support</li> </ul>
<p><b>Slide 8 (5 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>• Structured interviews are a systematic and standardized approach to interviewing candidates for a job.</li> </ul> <p>[Talking Points- Share some information/ follow with a connection question to increase engagement if needed]</p> <p>Reduction of Bias:</p> <ul style="list-style-type: none"> <li>• Consistency: In structured interviews, all candidates are asked the same set of predetermined questions in the same order. This consistency minimizes the impact of individual biases of interviewers, as each candidate is evaluated based on the same criteria.</li> <li>• Objective Evaluation: Structured interviews emphasize objective criteria for assessment. Interviewers are guided by a predefined set of skills, competencies, or qualities that are relevant to the job.</li> <li>• Fair Treatment: Every candidate is</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Monitor chat and answer questions</li> </ul>

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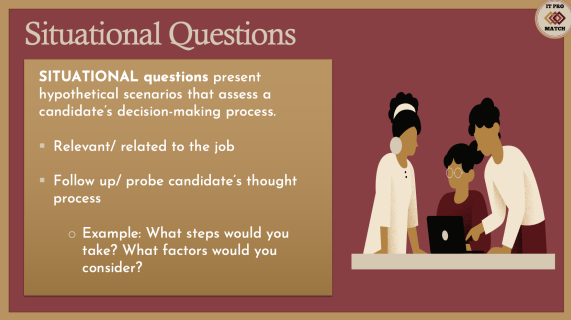
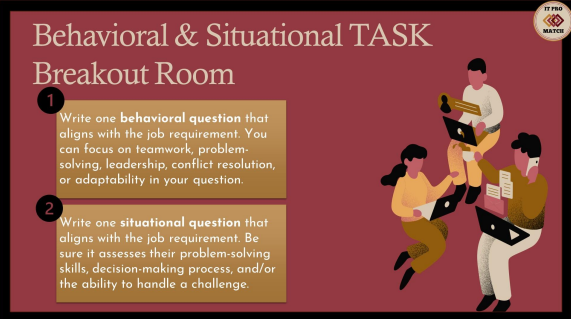
		<p>treated uniformly, reducing the potential for discrimination. Structured interviews help ensure that all applicants have an equal opportunity to showcase their qualifications and skills, without being influenced by irrelevant factors such as personal preferences or stereotypes.</p> <p>Relevance to the Job Description:</p> <ul style="list-style-type: none"><li>● Job-Related Questions: Structured interviews are designed to focus on specific job-related skills, competencies, and experiences. Questions are crafted to assess a candidate's ability to perform tasks and responsibilities outlined in the job description.</li><li>● Predictive Validity: By aligning interview questions with the requirements of the job, structured interviews enhance the predictive validity of the hiring process. This means that a candidate's performance in the interview is more likely to be indicative of their on-the-job performance.</li><li>● Efficient Evaluation: Since questions are directly related to the job, interviewers can efficiently assess whether a candidate possesses the necessary qualifications. This targeted approach helps organizations identify candidates who are the best fit for the role.</li></ul> <p><b>DO:</b></p> <ul style="list-style-type: none"><li>● Use the talking points to help explain the significance of</li></ul>	
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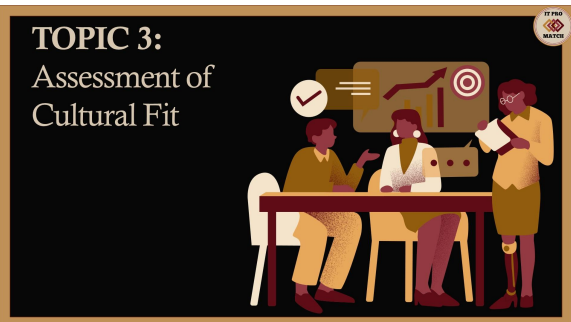
		<p>structured interviewing. Adjust level of detail to meet the participant's needs.</p>	
<p><b>Slide 9 (1 min)</b></p>	 <p><b>TOPIC 2:</b> Behavioral &amp; Situational Questions</p>	<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>• [Introduce topic 2]</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Smile</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Monitor chat and answer questions</li> </ul>
<p><b>Slide 10 (3 min)</b></p>	 <p><b>Behavioral Questions</b></p> <p><b>BEHAVIORAL</b> questions are designed to elicit information about a candidate's past experience and actions.</p> <ul style="list-style-type: none"> <li>▪ <b>STAR method:</b> Situation, Task, Action, and Result</li> <li>▪ Describe a specific situation or task, the action taken, and the result</li> </ul>	<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>• [Ask participants how comfortable they are writing behavioral questions on a scale from 1-5, with 5 being an expert. Either drop number in chat or show of fingers]</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Based on the average number from above, review content on screen with detail or overall information. Mention the STAR method for sure. Give an example of a STAR question if needed</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Monitor chat and answer questions</li> </ul>

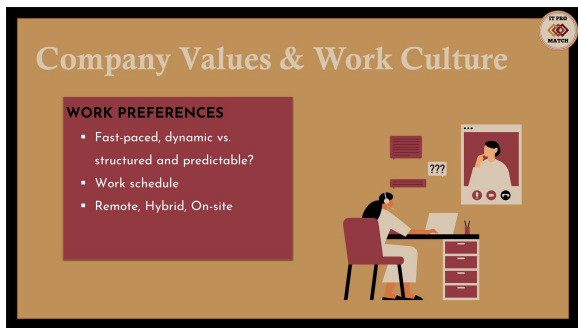




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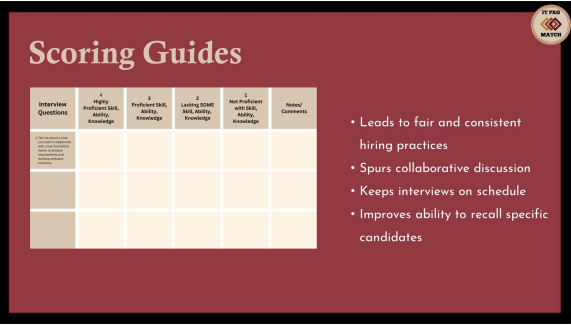
<p><b>Slide 11 (4 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>• [read the definition of situational questions]</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Explain how situational questions assess a candidate's decision-making process</li> <li>• Explain the significance of matching situational questions to the job description and keeping the questions realistic/ not overly detailed</li> <li>• Add examples or ask for an example to increase engagement</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Monitor chat and answer questions</li> </ul>
<p><b>Slide 12 (5 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>• We're going to practice writing quality interview questions in small groups. Once you're in the breakout room, quickly discuss which topic you'd like to practice. Craft one interview question for behavioral OR one for situational. Choose a person to type the question into Mentimeter</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Check in on the groups while they're discussing; provide clarification</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Put 3-5 learners in breakout rooms</li> <li>• Post Menti link: <a href="https://www.menti.com/ale9b3s4b9z2">https://www.menti.com/ale9b3s4b9z2</a> Code: <b>52 18 80 2</b></li> <li>• Show Menti as responses come in</li> <li>• Take screenshots of finished responses</li> <li>• Monitor for tech support</li> </ul>



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<p><b>Slide 13 (2 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>As you look at the interview questions, what do you notice?</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Responses should be visible</li> <li>Ask for a volunteer to share their thinking</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Show group's responses</li> <li>Monitor chat and answer questions</li> </ul>
<p><b>Slide 14 (10 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>We're going to take a 10 minute break. Please be back at _____.</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Start the timer</li> <li>Meet with Producer to problem-solve or adjust accordingly</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Check in with facilitator to problem-solve as needed</li> </ul>
<p><b>Slide 15 (1 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>Welcome back! [Small talk/connection such as I hope you had a chance to check your emails and grab a coffee or tea.]</li> <li>Our third topic is assessment of cultural fit. Finding the people who are best suited for the company is essential.</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Consider asking participants if the pace is okay; adjust accordingly</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Monitor chat and answer questions</li> </ul>

<p><b>Slide 16 (1 min)</b></p>	 <p><b>Company Values &amp; Work Culture</b></p> <p><b>WORK PREFERENCES</b></p> <ul style="list-style-type: none"> <li>Fast-paced, dynamic vs. structured and predictable?</li> <li>Work schedule</li> <li>Remote, Hybrid, On-site</li> </ul>	<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>Examining our company values and work culture is important. One consideration is through work preferences. [Review key bullet points]</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Monitor time</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Monitor chat and answer questions</li> </ul>
<p><b>Slide 17 (2 min)</b></p>	 <p><b>Company Values &amp; Work Culture</b></p> <p><b>COLLABORATION STYLE</b></p> <ul style="list-style-type: none"> <li>Preferred approach to collaboration</li> <li>Independent or part of a team</li> <li>Conflict resolution within a team</li> </ul>	<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>Collaboration style is another key factor to consider. [Review key bullet points].</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Monitor time</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Monitor chat and answer questions</li> </ul>
<p><b>Slide 18 (2 min)</b></p>	 <p><b>Company Values &amp; Work Culture</b></p> <p><b>ADAPTABILITY TO COMPANY</b></p> <ul style="list-style-type: none"> <li>Feedback preference</li> <li>Hands-on management vs. autonomy</li> <li>Communication preferences</li> <li>Decision-making style</li> <li>Project preferences</li> </ul>	<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>A third factor to consider when evaluating cultural fit is a candidate's ability to adapt. [Review bullet points]</li> <li>For example, let's say that Liam, a candidate, loves getting feedback after every project. He values his supervisor's input, and that really helps him grow. However, you know that the supervisor will NOT be offering that level of feedback because the pace of the projects is way too fast for that. Take that into consideration as you contemplate which candidate is the best fit.</li> </ul> <p><b>DO:</b></p>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Monitor chat and answer questions</li> </ul>

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		<ul style="list-style-type: none"> <li>• Monitor time</li> </ul>																																					
<p><b>Slide 19 (4 min)</b></p>	 <p><b>Assessment of Cultural Fit Practice</b></p> <p>Write a question that delves into a candidate's work preference, collaboration style, OR adaptability to the company's environment.</p>	<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>• It's time to practice. We're going back to the Mentimeter slides to write 1 question that would best assess a candidate's work preference, collaboration style, or adaptability. You can choose the topic. You'll have about 3 minutes to write a question.</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Check with participants for support</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Put Menti link in chat</li> <li>• Pull up Menti link to view as responses are entered</li> <li>• Monitor for tech support</li> </ul>																																				
<p><b>Slide 20 (1 min)</b></p>	 <p><b>TOPIC 4:</b> Collaborative Decision-Making</p>	<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>• [Introduce topic 4]</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Check in with participants for pace and engagement</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Monitor chat and answer questions</li> </ul>																																				
<p><b>Slide 21 (2 min)</b></p>	 <p><b>Scoring Guides</b></p> <table border="1" data-bbox="430 1117 716 1279"> <thead> <tr> <th>Interview Questions</th> <th>4 High Proficient Skill, Strong Knowledge</th> <th>3 Profound Skill, Strong Knowledge</th> <th>2 Limited Skill, Solid Knowledge</th> <th>1 Not Proficient Skill, Weak Knowledge</th> <th>Notes/Comments</th> </tr> </thead> <tbody> <tr> <td>1. How do you handle conflict?</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. How do you handle a tight deadline?</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. How do you handle a change in direction?</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4. How do you handle a difficult client?</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5. How do you handle a difficult colleague?</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Leads to fair and consistent hiring practices</li> <li>• Spurs collaborative discussion</li> <li>• Keeps interviews on schedule</li> <li>• Improves ability to recall specific candidates</li> </ul>	Interview Questions	4 High Proficient Skill, Strong Knowledge	3 Profound Skill, Strong Knowledge	2 Limited Skill, Solid Knowledge	1 Not Proficient Skill, Weak Knowledge	Notes/Comments	1. How do you handle conflict?						2. How do you handle a tight deadline?						3. How do you handle a change in direction?						4. How do you handle a difficult client?						5. How do you handle a difficult colleague?						<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>• Who consistently uses a scoring guide when interviewing candidates? [chat or show of hands]</li> <li>• [Review key bullet points]</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Gauge reaction to scoring guide</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Monitor chat and answer questions</li> </ul>
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5. How do you handle a difficult colleague?																																							

<p><b>Slide 22 (11 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>• We're going to practice using a scoring guide. There's a job description, a video, and a scoring guide for this segment. [Choice: go through 1-3 together, offer to do individually, or offer breakout rooms and meet back]</li> <li>• [waterfall upon completion of activities] When I say go, type the number you gave to candidate 1. GO.</li> <li>• [waterfall for candidate 2]</li> <li>• Having a scoring guide helps hiring managers get to know their own values, forces people to use the job description, and gives each interviewer an opportunity to voice their thoughts.</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Review scores for waterfall 1. Consider asking a participant for their reasoning. Do the same for waterfall 2.</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Drop the links to job description, video, and scoring guide into the chat. Mention that the bit/ly has a link to everything, too.</li> <li>• Monitor for tech support</li> </ul>
<p><b>Slide 23 (1 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>• [Introduce the topic] This is our last topic</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Look for engagement; adjust the next activities accordingly. More questions in the chat in lieu of the PollEverywhere (slide 25) is also acceptable.</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>• Monitor chat and answer questions</li> </ul>

**Slide 24 (3 min)**

**Considerations**

- Avoid biases - follow SOP
- Questions match job requirements
- Diverse interview panel
- Foster an inclusive and equitable interview environment
  - Interviewing format
  - Language
  - Consistent, appropriate small talk

The slide features an illustration of three people sitting around a table, with a lightbulb icon above them, symbolizing an interview process. A small logo in the top right corner reads 'ITSM MATCH'.

**SAY:**

- Incorporating diversity, equity, and inclusion in the interviewing process is not only a matter of ethical responsibility but also a strategic imperative. It helps organizations build stronger, more innovative teams, attract top talent, and create an inclusive workplace culture that benefits both employees and the organization as a whole. Things to consider while preparing for and conducting the interview: [go through bullet points touching on keywords]
- Add that gaining a more comprehensive perspective is important when forming a diverse interview panel; for “interview format, consider in-person, phone, virtual options. For language, consider preferred pronouns, and avoiding personal questions”

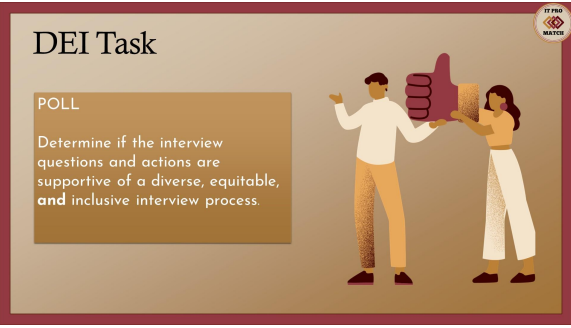
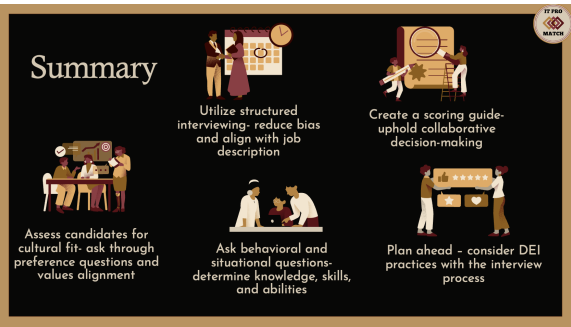
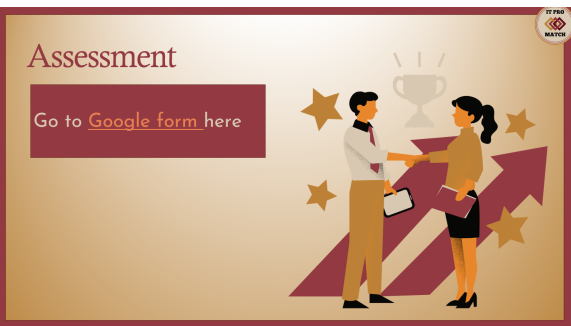
**DO:**

- Check participant engagement. Consider asking questions to increase engagement. Example: Who has been on an interview panel and realized that the interview questions aren't really going to identify the best candidate? Who offers a varied interviewing format?


**DO:**

- Monitor chat and answer questions

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<p><b>Slide 25 (6 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>We're going back to our PollEverywhere link to complete an individual task. You'll see some interview questions. Your job is to consider if the question is supporting diversity, equity, and inclusion.</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Consider engagement and time; pivot to chat for answers if needed</li> <li>View the responses, but do not show everyone. Upon completion, clarify any issues that may arise from the questions.</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Drop PollEverywhere link in chat <a href="https://poll Everywhere.com/mistybreen713">PollEv.com/mistybreen713</a> (page 2)</li> <li>Monitor chat and answer questions</li> </ul>
<p><b>Slide 26 (2 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>We're almost finished. Before we move on to the assessment, let's review. [mention keywords from each topic]</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Ask if there are any questions or clarifications needed before moving on to the assessment.</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Make sure the google assessment form is ready</li> <li>Monitor chat and answer questions</li> </ul>
<p><b>Slide 27 (8 min)</b></p>		<p><b>SAY:</b></p> <ul style="list-style-type: none"> <li>There are six questions on the assessment. You'll need a 5 or better to pass; however, you can retake it if needed.</li> </ul> <p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Check in with participants half-way through</li> <li>Check for 100% completion</li> </ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>Drop the Google Assessment form in the chat</li> <li>Monitor chat and answer questions</li> </ul>

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<p><b>Slide 28 (1 min)</b></p>	 <p>Feedback...</p> <p>Thank you!</p>	<p><b>SAY:</b></p> <ul style="list-style-type: none"><li>• [thank them for today. Answer any last-minute questions]</li><li>• [Ask them to complete the feedback survey]</li></ul> <p><b>DO:</b></p> <ul style="list-style-type: none"><li>• Review the assessment scores; make sure everyone completed the assessment with a 5 or higher. Address individuals as needed.</li></ul>	<p><b>DO:</b></p> <ul style="list-style-type: none"><li>• Provide the survey feedback form in the chat</li><li>• Stop the recording.</li></ul>
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