

# Design Document

<i>Business Purpose</i>	<p>Bright Star LLC is an expanding ecommerce business with offices in cities across the nation. In order to keep up with the influx of sales and product distribution, they need to hire 2,000 new employees for their technical team this year. Bright Star LLC has been struggling to find both high quality employees, and a sufficient number to keep their operations running smoothly. Bright Star LLC is dissatisfied with the knowledge and capabilities of current employees, and would like to improve their interview strategy to ensure they are hiring better equipped personnel for each position.</p> <p>The purpose of this training is to create better interview strategies. After completing this training, the interview team will know their role as individuals and as a team, hire applicants that are better qualified, and have positions filled in a timely manner. Team members will be able to identify each other's strengths, regarding technical understanding and HR. They will be able to notify successful applicants within 48 hours of the interview, and have new hires onboarding within 7 business days.</p>
<i>Target Audience</i>	<p>The target audience is any member of the interviewing team. This team consists of current Hiring Managers, HR Interviewers, and Recruiters. Additionally, any new hire that will fill one of these team positions in the future.</p>
<i>Training Time</i>	<p>20 minutes</p>
<i>Training Recommendation</i>	<ul style="list-style-type: none"><li>• 1 eLearning course: Interview Recruiters have varied availability, and are distributed across the US. eLearning is the most time and cost-effective form of training.</li><li>• Job aids and videos for future reference</li><li>• This course will have a variety of interactions and practice activities, as well as scenarios.</li><li>• Avatar characters will assist the learner periodically throughout the course.</li><li>• Knowledge Checks and Final Evaluation</li></ul>
<i>Deliverables</i>	<ul style="list-style-type: none"><li>• One 20-minute eLearning Course<ul style="list-style-type: none"><li>○ Developed in Articulate Storyline</li><li>○ Includes voice-over narration</li><li>○ Includes explanation of individual role on team, two workplace scenarios, and four interview strategies.</li><li>○ Final Evaluation</li></ul></li><li>• Three job aids with role specific tasks – one for Hiring Manager, HR Interviewer, and Recruiter</li></ul>

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	<ul style="list-style-type: none"><li>• One Storyboard with Script</li></ul>
<i>Learning Objectives</i>	<p>After this course, the learner will be able to –</p> <ul style="list-style-type: none"><li>• Explain the role of each interview team member</li><li>• List four interview strategies</li></ul>
<i>Training Outline</i>	<p><b>Introduction</b></p> <ul style="list-style-type: none"><li>• Welcome</li><li>• Navigation</li><li>• Let's Take a Look<ul style="list-style-type: none"><li>○ Provide sample interview video</li><li>○ Practice Activity - Drag and drop: what went well and what did not</li></ul></li><li>• Learning Objectives</li></ul> <p><b>Meet Your Team</b></p> <ul style="list-style-type: none"><li>• Introduction to team member and brief overview of role<ul style="list-style-type: none"><li>○ Avatars as team. Point 1: Recruiter, Point 2: HR Interviewer, Point 3: Hiring Manager.</li></ul></li><li>• Detailed position of team members<ul style="list-style-type: none"><li>○ Click on each avatar for a full description of role during application process, and timeline of duties in relation to other team members.</li><li>○ Practice Activity – match role to position</li></ul></li><li>• Workplace Scenario<ul style="list-style-type: none"><li>○ Demonstrate how an understanding of roles and timelines will lead to qualified hires and speed up the application process.</li></ul></li><li>• Knowledge Check – Multiple Choice</li></ul> <p><b>Interview Strategies</b></p> <ul style="list-style-type: none"><li>• Four interview strategies<ul style="list-style-type: none"><li>○ Define the job – each team member must know what they are looking for to make the process successful</li><li>○ Prepare for interview – have a list of job-specific questions ready to go</li><li>○ Timeliness – will ensure qualified candidates stay interested to fill position</li><li>○ Introduction – meet with new hire and provide tour</li></ul></li><li>• Practice activity – click on the correct strategy options</li><li>• Workplace Scenario<ul style="list-style-type: none"><li>○ Demonstrate successful implementation of the four interview strategies</li></ul></li></ul> <p><b>Assessment</b></p>

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	<ul style="list-style-type: none"><li>• Course Review</li><li>• Intro to Assessment</li><li>• Assessment</li><li>• Course Summary</li><li>• Completion</li></ul>
<i>Assessment Plan</i>	<ul style="list-style-type: none"><li>• There will be five assessment questions. These will include true/false, multiple choice, and sequence questions.</li><li>• The learner must receive an 80% or better to pass the quiz. They are allowed two attempts to pass.</li><li>• There will be one knowledge check and practice activities before the final assessment.</li><li>• The questions will be finalized after storyboard and script approval and will be specific to meet the learning objectives. They will test the learner's ability to successfully explain each interview team member's role, and list interview strategies.</li></ul>