Successful Interviewing: Your Role, Your Team, and Strategies

Target Audience: Bright Star LLC Interview team which consists of current Hiring Managers, HR Interviewers, and Recruiters. Additionally, any new hire that will fill one of these team positions in the future.

Learning Objectives:

1. Explain the role of each interview team member
2. List four interview strategies

Learning Level: Knowledge

Seat Time: 20 minutes

Outline:

- Welcome/ Navigation/ Learning Objectives
- Let's Take a Look
- Meet Your Team
- Knowledge Check
- Interview Strategies
- Review
- Assessment
- Summary
- Completion

Fonts: Headers – Calibri Bold
Body Text – Calibri

Avatar: (audio files are provided)
Sue (Recruiter) 4 expressions/ poses
Tom (HR Interviewer) 4 expressions/ poses
Deb (Hiring Manager) 3 expressions/ poses

Directions:

- Please check for content accuracy.
- Pay close attention to the spelling, grammar, and punctuation under the *slide text* column. This is what will appear on the slide for the learner.
- Read the narration out loud to hear how it sounds. You'll see connecting words such as "and" "however" that won't appear on the slide text. *Spelling and grammar are not important in this column.*
- Please use the Review function to add comments to this document.

Module Resources/ References: None

Color Palette:

Global Comments:

- Use the Classic Player in Storyline.
- Use custom color palette for shapes and text.
- Text in [brackets] should not appear on the slide or be recorded in voiceover (VO).
- If text in a callout is too long, use the fade-in/out animation instead of scrolling.
- Seek bar is visible and the learner can move it at any time on all slides and layers. Menu is "free".
- Slide numbers with letters indicate layers for that slide. (ex. 1.4a)
- All slides are in 16:9 ratio with a slide size (1280:720).

Slide [1.1]/ Menu Title: Welcome

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
There is a green rectangle at the top, laid out horizontally across entire slide. It takes up roughly 1/3 of the slide and is slightly transparent. The white slide text is set in the center of the green rectangle. There is a thick black line running horizontally directly underneath the green rectangle. There are three avatars at the bottom of the screen. They are equally spaced out and only 2/3 of upper body showing – appearing closer to the learner. Sue on far left (smiling with arms crossed). Deb in middle (smiling with arms crossed). Tom on far right (smiling with arms crossed). There are white custom Start and Navigation buttons with black text. The buttons are set in the green rectangle above black line. Navigation button is to the left of the slide title, and the Start button is to the right of the slide title. Background: Office Setting Image below for inspiration	[Slide Title] **Successful Interviewing: Your Role, Your Team, and Strategies** [Buttons] Navigation Start	Welcome to Successful Interviewing, Your Role, Your Team, and Strategies. Interviewing is an essential part in building a successful company. If done correctly, it ensures the most qualified candidates are selected. Let's take a look at the various roles and strategies involved in successful interviewing. To learn how to navigate your way through this course, click the navigation button. To begin the course, click start.	The slide title will fade in with VO. The Start and Navigation buttons will fade in timed with VO reference. Avatars all fly in from the same time when VO says 'your team'. Sue flies in from left, Deb from bottom, and Tom from right. The START button will jump to Slide 1.3. It has a hover state – black button with white text. The NAVIGATION button will jump to slide 1.2. It has a hover state – black button with white text. Both buttons have a hover state – black button with white text.

Slide [1.2]/ Menu Title: Navigation			
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Dark green slide title/text is at the top in the center. The directions are in the center directly below the slide title and above the image. Photographic image of businessmen and women; centered on slide with rounded and soft edge border effect with green outline. There is white space around image. Callout shapes with labels point to player features.	[Slide Title] **Navigation** [Directions] Use these options to navigate the course [Callouts] Next Previous Accessibility Volume Replay Seekbar Play/Pause Menu Resources	Please take a moment to review the course player. If you'd like to go backward or forward in the course, click the previous or next buttons. Accessibility options are located here. To adjust the volume, click the volume icon. Click the replay button to see the entire slide again. You can also adjust the seekbar at any time to review a portion of the slide. You can click the pause button to pause the player. Click the same button again to resume play. You can move to another section of the course by clicking on the menu to the left. Finally, click the Resources tab to learn more about this course. You can click the next button now to begin the course.	An arrow will travel along a motion path from the center of the image and move to the applicable Player features timed with the VO reference. As the arrow reaches the Player feature, callout shapes with text labels will fade in/fade out timed with their VO reference.

Slide [1.3]/ Menu Title: Learning Objectives			
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
There is an image of an office that covers the entire slide. A dark green	[Slide Title] **Learning Objectives**	At the end of this course, you will be able to:	Each objective will fly in with VO reference. The additional transparent green rectangle

rectangle is on top of the image at 15% transparency. A white rectangle is at the top, laid out horizontally across entire slide. It takes up roughly 1/4 of the screen. Black slide title is set in white rectangle at the top of the slide in the center. White slide text is in the middle of the slide with an additional transparent green rectangle behind it. There are two large stock images laid out horizontally below the slide text. The left image is of a group of three businessmen/ women – smiling and looking at the learner. The right image is of an interview/ people talking at a desk.	[Slide Text] Explain the role of each interview team member List four interview strategies	Explain the role of each interview team member And, list four interview strategies	behind the objectives will fade in with VO reference. Objective 1: text flies in from right while image flies in from left. Objective 2: text flies in from left while image flies in from right.

Slide [1.4]/ Menu Title: Let's Take a Look			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
There is an image of an office that covers the entire slide (same as 1.3). A light green rectangle is on top of the image at 15% transparency.	[Slide Title] **Interview Process** [Slide Text] The interview process starts well before you	The interview process starts well before you have a candidate in a room answering questions. The interview team must recruit desirable applicants, they must evaluate their background and skill	All text and image 1 fade in when the timeline starts. Image 2 flies in from bottom when VO says 'The interview

Visual / Display	Slide Text	Narration / Voiceover	Animation / Interaction
The slide title and text are white with dark green rectangle behind text. The title is at the top in the center. The slide text is below the slide title in center, and above the stock images.

Stock images are in the center below the text. Image 1 - interview, image 2 - People gathered at table, image 3 – reviewing documents, image 4 – interview.

Buzz words appear to the left of each image. "Recruit", "Evaluate", "Meet". Text is white. | have a candidate in a room answering questions. | level, and finally meet with them to ask questions. | team must recruit…' "Recruit" fades in with VO.
Image 3 flies in from bottom when VO says "they must evaluate.." "Evaluate" fades in with VO.

Image 4 flies in from bottom when VO says "and finally.." "Meet" fades in with VO.

This slide auto advances to layer 1.4a when the timeline ends.

The Next button is hidden on this slide. It appears on layer 1.4d. |

Slide [1.4a]/ Menu Title: Let's Take a Look [hide title from Menu]			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
The slide title and directions are white with dark green rectangle behind text. The title is at the top in the center. The directions are below the slide title in center.

Three black rectangle buttons spaced out vertically on the left side of slide with a white line in between each one. White text on buttons. | [Slide Title]
Interview Process

[Directions]
Click each button to learn more about the interview process. | Click each button to learn more about the interview process. | Everything appears on screen when the timeline starts.

When the learner clicks the VALUE button, it jumps to layer 1.4b.

All buttons have a normal state – black with white text. Selected state – white with black text. Visited state – gray with white text. |

Top: VALUE. Middle: JOB-SPECIFIC. Bottom: TIMELY			
Image is an office setting and is placed to the right of the buttons.			

Slide [1.4b]/ Menu Title: Let's Take a Look - VALUE [hide title from Menu]			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Three black rectangle buttons spaced out vertically on the left side of slide with a white line in between each one. White text on buttons. Top: VALUE. Middle: JOB-SPECIFIC. Bottom: TIMELY Image is a person researching on phone/computer and is placed to the right of the buttons. Black slide text on slightly transparent light green rectangle that stretches the width of the image.	[Slide Title] **Interview Process** [Slide Text] Failing to set up an interview with a candidate in a timely manner will signal that we as a company do not value their time or skills.	Interviewing is not only stressful for the candidate, but can also be stressful for the team if they are not prepared. Failing to set up an interview with a candidate in a timely manner will signal that we as a company do not value their time or skills, and they will most likely look elsewhere.	Image appears on screen when the timeline starts. Slide text and rectangle fly in from right with VO, and fly out to left. When the learner clicks the JOB-SPECIFIC button, it jumps to layer 1.4c. All buttons have a normal state – black with white text. Selected state – white with black text. Visited state – gray with white text.

Slide [1.4c]/ Menu Title: Let's Take a Look – JOB-SPECIFIC [hide title from Menu]			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Three black rectangle buttons spaced out vertically on the left side of slide with a white line in between each one. White text on buttons.	[Slide Title] **Interview Process** [Slide Text]	We want to know everything about the candidate! It is essential to have job-specific questions ready to go, so we can determine if they know how to do the work. Similarly, interviews are a great	Image appears on screen when the timeline starts.

Top: VALUE. Middle: JOB-SPECIFIC. Bottom: TIMELY

Image is two people in an interview placed to the right of the buttons.

Black slide text on slightly transparent light green rectangle that stretches the width of the image. | It is essential to have job-specific questions ready to go, so we can determine if they know how to do the work. | time to get to know the candidate's background. By this, we mean their overall strengths and weaknesses, not what their favorite baseball team is and if they like hiking. All questions must be appropriately centered around the position. | Slide text and rectangle fly in from right with VO, and fly out to left.

When the learner clicks the TIMELY button, it jumps to layer 1.4d.

All buttons have a normal state – black with white text. Selected state – white with black text. Visited state – gray with white text. |

Slide [1.4d]/ Menu Title: Let's Take a Look - TIMELY [hide title from Menu]			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Three black rectangle buttons spaced out vertically on the left side of slide with a white line in between each one. White text on buttons.

Top: VALUE. Middle: JOB-SPECIFIC. Bottom: TIMELY

Image is of a team meeting to the right of the buttons.

Black slide text on slightly transparent light green rectangle that stretches the width of the image. | [Slide Title] **Interview Process**

[Slide Text] A busy candidate may or may not have time to schedule multiple interviews. | A busy candidate may or may not have time to schedule multiple interviews. Our company is probably not the only one they are interested in, so we must consider their time. If all team members are able to meet the candidate at once, it sends the message that we are interested and value the candidate's time and their potential offer acceptance. | Image appears on screen when the timeline starts.

Slide text and rectangle fly in from right with VO, and fly out to left.

The Next button will appear when the timeline starts on this layer.

When the learner clicks the Next button, it will jump to slide 1.5.

All buttons have a normal state – black with white text. |

			Selected state – white with black text. Visited state – gray with white text.

Slide [1.5]/ Menu Title: Let's Take a Look Part 2 [hide title from Menu]			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
There is a dark green rectangle at the top, laid out horizontally across entire slide. It takes up roughly 1/3 of the slide and is slightly transparent. White slide title + text is set in green rectangle at the top of the slide in the center. The directions are also set in rectangle in the center directly below the slide title. There are two white rectangles with a thick dark green border. One rectangle is in the bottom left corner of the slide. The other rectangle is in the bottom right corner of the slide. The slide text "Appropriate for an Interview" is black and set in the top center of the left white rectangle. The slide text "Inappropriate for an interview" is black and set in the top center of the right white rectangle.	[Slide Title] **Interview Process** [Slide Text] **Appropriate for an Interview** **Inappropriate for an Interview** [drag items] Have specific job-related questions ready to go. (appropriate) Set a time so the candidate can meet all of the interview team at once. (appropriate) Don't rush to call a candidate to set up an interview time. (inappropriate) It's okay to ask only questions about hobbies to get to know the	Let's review what you just learned. Drag each sentence to the correct box. Click the Continue button when you are finished.	This slide is a drag-and-drop interaction. There will be four sentences as drag items that the learner will need to sort between the two drop targets (white rectangles). The drag items should be revealed one at a time and appear in a scrambled order. The drag items will have states for Drop Correct (shape remains the same color), Drop Incorrect (shape is red). Delay the item drop state until the interaction is submitted in the form view. Allow 1 attempt in the form settings. When the learner clicks Continue, it will show a customized feedback layer,

There are four smaller black rectangles – one for each drag item. The text set in these is white. They are in the middle of the slide between the two white rectangles. Background: Office - same as 1.1	candidate. (inappropriate) [Directions] Drag each sentence to the correct box. [Button] Continue		Slide 1.5a. The variable reference, which tracked their exact score, will be displayed.

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.5 The slide text is in a white oval with a thin black outline. It is between the two white rectangles. The black Next button is clearly displayed. Image below as inspiration. 	[Slide Title] **Interview Process** [Slide Text] Great effort! You scored _/4. Take a moment to review the appropriate and inappropriate interview actions. Then, click next. [Button] Next	Great effort! Let's discuss why each of the following interview actins was appropriate or inappropriate. Having specific job-related questions will ensure that you find the most capable candidate for the job. And, if you find a desirable candidate, providing the opportunity to meet the entire team at one time will increase the likelihood of them accepting the position. Similarly, if you are not prompt when responding to candidates regarding interviews, they will move on. And being unprepared will lead you to ask irrelevant questions which does not help the company in the long run.	The black drag items from the previous slide fly in with VO reference. Appropriate actions fly in from left, and inappropriate fly in from right. The Next button jumps to slide 1.6.

Slide [1.6]/ Menu Title: Meet Your Team			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
There is a light green rectangle at the top, laid out horizontally across entire slide. It takes up roughly 1/3 of the slide.

White slide text is set in green rectangle at the top in the center. The directions are also set in rectangle in the center directly below the slide title.

There is a thin white slider with gray outline in the center of slide towards the bottom. There are four black circles at different points under the slider.

Background: meeting room | [Slide Title]
Meet Your Team

[Directions]
Move the slider to each circle | In order to successfully conduct an interview as a team, it's essential to know who your teammates are. Let's take a look at each team member, and hear their concerns.

Move the slider to each circle. | Next button will be hidden when timeline starts. It appears on slide 1.6c when the timeline finishes.

The learner is restricted from moving the slider until VO finishes.

Slide Title fades in when timeline starts. Directions fade in with VO reference. |

Slide [1.6a]/ Menu Title: Meet Your Team [hide title from Menu]			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Background, directions, and slider same as 1.6.

Slider is toggled over circle 2 (second left on slider).

Sue appears above slider point 2. The avatar is cropped from the waist up. She is in a smiling pose. Her callout is to the right of her. | [Sue Callout]
Hi there, I'm Sue! I'm a Recruiter on the Bright Star LLC interview team. I am well versed in the technical aspects of the company, but don't have a strong background in HR. I would like to learn more about that, so I | Hi there, I'm Sue! I'm a Recruiter on the Bright Star LLC interview team. I am well versed in the technical aspects of the company, but don't have a strong background in HR. I would like to learn more about that, so I can contribute more to the team! | Avatar slides in from left and callout fades in when the timeline starts. |

Callout is white with a thin black outline. The text is black.	can contribute more to the team!		

Slide [1.6b]/ Menu Title: Meet Your Team [hide title from Menu]			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Background, directions, and slider same as 1.6.

Slider is toggled over circle 3 (second from right on slider).

Tom appears above slider. The avatar is cropped from the waist up. He is in a smiling pose. His callout is to the right of him. Callout is white with a thin black outline. The slide text is black. | [Tom Callout]
Hi, I'm Tom! I'm the HR Interviewer on the Bright Star LLC interview team, but have only worked here for 10 months. Since I'm a bit new, I don't fully understand all of the technical jargon. I add HR knowledge to the team, but want to be more well-rounded when it comes to interviewing candidates! | Hi, I'm Tom! I'm the HR Interviewer on the Bright Star LLC interview team. I'm a bit new, so I don't fully understand all of the technical jargon. I add HR knowledge to the team, but want to be more well-rounded when it comes to interviewing candidates. | Avatar slides in from right and callout fades in when the timeline starts. |

Slide [1.6c]/ Menu Title: Meet Your Team [hide title from Menu]			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Background, directions, and slider same as 1.6.

Slider is toggled over circle 4 (far right on slider).

Deb appears above slider. The avatar is cropped from the waist up. She is in a smiling pose. Her callout is to the right of her. Callout is | [Deb Callout]
Hello, I'm Deb! I've been with Bright Star LLC as a Hiring Manger for 15 years. Similar to Sue, I have a strong understanding of the tech side of the company. I have a good understanding of HR, | Hello, I'm Deb! I've been with Bright Star LLC as a Hiring Manger for 15 years. Similar to Sue, I have a strong understanding of the tech side of the company. I have a good understanding of HR, but I'm always happy to learn more! | Avatar slides in from right and callout fades in when the timeline starts.

Next button appears when timeline ends. |

white with a thin black outline. The slide text is black.	but I'm always happy to learn more!		

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
There is a black rectangle at the top, laid out horizontally across entire slide. It takes up roughly 1/3 of the slide. White slide title + text are set in the center of the black rectangle. There is a thick dark green line running horizontally directly underneath the green rectangle. Three avatars are horizontally spread across the bottom of the slide. There is a light green rectangle behind each one. Only 2/3 of their upper body showing – appearing closer to the learner. Sue on far left (smiling with arms crossed). Deb in middle (smiling with arms crossed). Tom on far right (smiling with arms crossed). There are three white rectangles with thin black outlines. They have black text set inside, and each is centered above an avatar. The	[Slide Title] **Meet Your Team** [Directions] Click on each team member to learn more about their specific role. [Avatar Rectangles] Interview Recruiter HR Interviewer Hiring Manager	Now that you have a better understanding of the team members, a few of their strengths and concerns, let's take a deeper look. Click on each team member to learn more about their specific role.	Avatars and slide text appear on screen when the timeline starts. This is the home slide for a branching to three slides, one for each avatar. Sue Avatar – jumps to slide 1.8 Tom Avatar – jumps to slide 1.9 Deb Avatar – jumps to slide 1.10 The Next button will be hidden from the learner until all three avatars are selected and therefore all three branching slides are visited. The learner will be returned to this home slide after visiting each slide linked to each of the three avatars. The avatars will have gray visited states. When the

			learner returns to this home slide, it is clear which avatar they've already viewed. Once the learner views the three slides that branch from this one, the Next button will appear. The Next button will jump to Slide 1.11.
rectangle text correlates with the avatars - Interview Recruiter (Sue), HR Interviewer (Tom), Hiring Manager (Deb).			

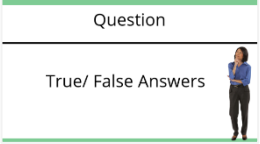| Slide [1.8]/ Menu Title: Meet Your Team – Part 2 Sue [hide title from Menu]			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
There is a dark green rectangle at the top, laid out horizontally across entire slide. It takes up roughly 1/4 of the slide. White slide title is set in the center of the green rectangle. There is a thick black line running horizontally directly underneath the green rectangle. Sue is on the left side of the slide at the bottom. Only 2/3 of their upper body showing – appearing closer to the learner. There is a large light green rectangle behind her. She has two poses. 1st is pointing left to rectangle. Second is smiling with thumbs up. To the right of Sue is a large white rectangle with a thin black outline.	[Slide Title] **Interview Team – Recruiter** [Slide Text] • Find potential candidates • Screen candidates • Attract candidates to our company's open positions It is my primary responsibility to seek out new and talented candidates that are well equipped and technically sound.	As an Interview Recruiter, I am in charge of finding potential candidates, screening them, and attracting them to our company's open positions. I advertise current job openings, review candidate resumes, and work with the HR interviewer and Hiring Manager to find a great fit! It is my primary responsibility to seek out new and talented candidates that are well equipped and technically sound. Since I have a vast understanding of the technical aspects of our company, I play a large part in the initial phase of a candidate's interview process.	Slide Title appears on slide when timeline starts. Sue flies in from bottom. Green rectangle flies in from top. White rectangle flies in to right. Each bullet point fades in/out with VO reference. First set of slide text fade in with image 1. Second set of slide text fade in with image 2. Third set of slide text fade in with image 3. Second set of slide text (paragraph) fades in with VO

| The text is left aligned near the top of the rectangle, and the images run horizontal at the bottom.

Stock Image 1: Person searching on computer

Stock Image 2: Person sitting at desk looking at papers

Stock Image 3: Person talking with another individual/ small group of people | | | and bullet points fade out. Images remain on screen.

Next button appears when the timeline finishes. When learner clicks Next button, it jumps to slide 1.7. |

Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
There is a dark green rectangle at the top, laid out horizontally across entire slide. It takes up roughly 1/4 of the slide.

White slide title is set in the center of the green rectangle. There is a thick black line running horizontally directly underneath the green rectangle.

Tom is on the left side of the slide at the bottom. There is a large light green rectangle behind him. He has two poses. 1st is pointing left to rectangle. Second is smiling with thumbs up. | [Slide Title]
Interview Team - HR Interviewer
[Slide Text]
- Determine a candidate's general aptitude
- Evaluate them from a more high-level perspective
- Get a sense of their strengths and weaknesses

I also consider their motive for seeking this | I help the hiring manager determine a candidate's general aptitude regarding the open position. I evaluate them from a more high-level perspective, rather than technical.

While interviewing the candidate, I get a sense of their strengths and weaknesses and then, based on the information they provide, determine if they would be a good fit.

I am particularly focused on their previous work history, and how it applies to the current opening we have. I also consider their motive for seeking this new position, as well as gauge their | Same as 1.8 |

| Only 2/3 of their upper body showing – appearing closer to the learner. His pose is smiling with arms crossed.

To the right of Tom is a large white rectangle with a thin black outline. The text is left aligned near the top of the rectangle, and the images are centered at the bottom.

Stock Image 1: Two business people sitting at a desk talking to each other

Stock Image 2: Person interviewing a candidate

Stock Image 3: Person looking at a piece of paper – pondering the content	new position, as well as gauge their ability to fit into the company work culture.	ability to fit into the company work culture.	

Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
There is a dark green rectangle at the top, laid out horizontally across entire slide. It takes up roughly 1/4 of the slide.

White slide title is set in the center of the green rectangle. There is a thick black line running horizontally | [Slide Title]
Interview Team - Hiring Manager

[Slide Text]
- Craft detailed job descriptions for recruiters | As the Hiring Manager, I am in charge of many parts of the interview process. Since I am well versed in the technical aspect of the positions, I craft detailed job descriptions for recruiters.

I also help define the roles and responsibilities of the interview team. I manage the hiring team and also set the | Same as 1.8 |

directly underneath the green rectangle. Deb is on the left side of the slide at the bottom. There is a large light green rectangle behind her. She has two poses. 1st is smiling with hand on hip. Second is pointing to the white rectangle. Only 2/3 of their upper body showing – appearing closer to the learner. Her pose is smiling with arms crossed. To the right of Deb is a large white rectangle with a thin black outline. The text is left aligned near the top of the rectangle, and the images are centered at the bottom. Stock Image 1: Person writing on paper or typing on a computer Stock Image 2: Person talking in group of people Stock Image 3: Two businesspeople shaking hands	• Define the roles and responsibilities • Primary person conducting candidate interviews I write the official job offer and negotiate the terms of employment.	expectations of the interview process. I am also the primary person conducting candidate interviews. I make the final hiring decision, and also communicate with the recruiter if a candidate withdrawals, and we need to find a new one. Lastly, I write the official job offer and negotiate the terms of employment.	

Slide [1.11]/ Menu Title: Knowledge Check			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
A white rectangle covers the entire slide. There are two thin light green rectangles. One is on the top running horizontally across width of slide. The other is on the bottom with the same format. The question is in the center of the slide just below the top light green rectangle. There is a thick black line running the width of the slide about 1/3 from the top of the slide, just below the question. The true/ false answers are laid out horizontally below the black line. The slide title is centered on the bottom underneath the answers. The directions are below the slide title. All slide text is black. Sue avatar (full body visible) is in a thinking pose. She is at the bottom of the slide, below the black line, and to the right of the answers. Image below for inspiration.	[Slide Title] **Knowledge Check** [Question] Every member of the interview team plays an important role. The Recruiter attracts potential clients, the HR interviewer gets to know their strengths and weaknesses, and the Hiring Manager sets expectations and makes the final call. [Buttons/Answers] **True** False [Directions] Select the correct answer. Then click Submit.	Every member of the interview team plays an important role. The Recruiter attracts potential clients, the HR interviewer gets to know their strengths and weaknesses, and the Hiring Manager sets expectations and makes the final call. Select the correct answer. Then click submit.	This slide is a true/false KC interaction. Question, answers, directions, and avatar appear on screen when timeline starts. The learner gets 1 attempt.

Slide [1.11a]/ Menu Title: Knowledge Check [hide title from Menu]			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Built-in Storyline Correct layer. Box is black. There is a white circle and black check mark above the word "Correct" in the box. Thin white outline around the Continue button. All text is white.	Correct That's right! Every member of the interview team plays an important role. [Button] Continue		When the learner clicks on the Continue button, it jumps to Slide 1.13.

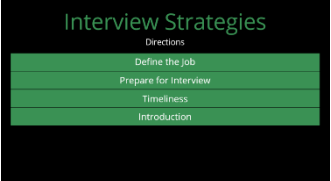| Slide [1.11b]/ Menu Title: Knowledge Check [hide title from Menu]			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Built-in Storyline Incorrect layer. Box is black. There is a white circle and white X with black outline above the word "Incorrect" in the box. Thin white outline around the Continue button. All text is white.	Incorrect You did not select the correct response. Every member of the interview team plays an important role. [Button] Continue		When the learner clicks on the Continue button, it jumps to Slide 1.13.

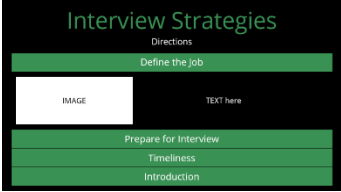| Slide [1.12]/ Menu Title: Meet Your Team - Part 3 [hide title from Menu]			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
There is a white rectangle at the top, laid out horizontally across entire slide. It takes up roughly 1/4 of the slide.	[Slide Title] **Workplace Scenario** [Slide text]	Now, let's take a look at a team that does not have good interview strategies set in place. Think about what you would do differently.	White rectangle with slide text flies in from top when timeline starts.

Dark green slide title is set in the center of the white rectangle. There is a light green line running horizontally directly underneath the white rectangle.

White rectangle with thin black line is just under thick black line with slide text set in it. There is a large black arrow in the bottom right corner of the rectangle.

Background: Office Setting | Now, let's take a look at a team that does not have good interview strategies set in place. Think about what you would do differently.

[Directions]

Click the arrow to view the conversation | | Arrow and directions fade in what VO says "Think about what you would do differently." |

Slide [1.12a]/ Menu Title: Meet Your Team Part 3 [hide title from Menu]			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Background, slide title and directions are the same as 1.12.

Large light green rounded rectangle in the center of slide.

Each avatar is cropped from the waist up and set in a small rounded dark green rectangle with black outline.

Callout shape is to right or left of them and scrolls through the conversation. The callout is a white box with thick black outline. | [Deb Callout]

Morning, Sue! Did you get my email that yesterday's candidate turned down the position?

[Sue Callout]

I did! I've heard from a few other potential candidates and need to reach back out to them. I totally forgot, and it's already been over a month. Tom, can I send you an email to set up | Morning, Sue! Did you get my email that yesterday's candidate turned down the position?

I did! I've heard from a few other potential candidates and need to reach back out to them. I totally forgot, and it's already been over a month. Tom, can I send you an email to set up their interviews after I decide?

Sure. I'm a bit swamped at the moment, but I'll definitely do my best to get to is soon. We can always schedule interviews over a couple of weeks so the candidates can meet all of us.

Okay, that sounds like a good plan! Please work together and then let me | Large green rectangle appears on screen when the timeline starts. Deb avatar in rectangle and callout fly in from bottom.

Conversation continues with avatars automatically moving to the top position as the next one comes in to speak. |

Two avatars speak on the screen at one time.	their interviews after I decide? [Tom Callout] Sure. I'm a bit swamped at the moment, but I'll definitely do my best to get to is soon. We can always schedule interviews over a couple of weeks so the candidates can meet all of us. [Deb Callout] Okay, that sounds like a good plan! Please work together and then let me know. We should get moving on this, but I also want to make sure we find the right candidate, even if it takes longer than anticipated.	know. We should get moving on this, but I also want to make sure we find the right candidate, even if it takes longer than anticipated.	

Slide [1.13]/ Menu Title: Interview Strategies			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
The slide background is white. Slide title + text is dark green at the top in the center. Directions are centered underneath the slide title.	[Slide Title] **Interview Strategies** [Directions] Click each tab to learn more	There are four key components to a successful interview. If these components are not met, the wrong candidate could be hired and quality customer service, and overall job competency could become risk factors.	The learner will be able to click on tabs in any order, which will open the accordion and show the corresponding slide layer.

Nearly the entire slide is taken up by an accordion, in the center just below the title, stretching almost the entire width of the slide. There is a little bit of white space around the accordion. Four horizontal tabs, dark green with think black outline and white text, display titles Define the Job (top tab), Prepare for Interview, Timeliness, Introduction (bottom tab). The remaining space is for the content to show within the accordion frame. The closed accordion will show on the screen to start. When the learner clicks on each tab, it will pop open towards the bottom of the slide and display the information for that tab. All layers associated with the tabs will be white. Image below for inspiration. 		Click each tab to learn more.	The tabs pop open toward the bottom of the slide when clicked. Each layer will show the accordion in the open position and have relevant content. Each tab will have a light green visited state with white text. This way, the learner knows what they have already viewed. The Next button will be restricted until all 4 of the tabs have been visited and all 4 layers (1.13a-d) have been viewed. When the learner clicks on the Next button, it will jump to Slide 1.14.

Slide [1.13a]/ Menu Title: Interview Strategies [hide title from Menu]			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Slide title and directions are visible on this layer – same as base. One stock image related to tab content is shown on the left side of the open accordion. The text is to the right of the image. Image below for inspiration. 	The first step in any successful interview is to define the job. Make sure you know: • The exact technologies involved that the candidate must know • The team culture and dynamic so you can determine if the candidate will be a good fit • The specific business skills needed for the position	The first step in any successful interview is to define the job. If we as a team do not know what we are looking for, how can we find the correct candidate to fill the position? Make sure you know: • The exact technologies involved that the candidate must know • The team culture and dynamic so you can determine if the candidate will be a good fit • And the specific business skills needed for the position	Image and text fade in after accordion tab opens. Text fades in/out with VO reference. Image remains on slide after fading in.

Slide [1.13b]/ Menu Title: Interview Strategies [hide title from Menu]			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Same as 1.13a Prepare for Interview tab is open	This is the most crucial part of the interview. You must know every single question you will ask the candidate ahead of time. You must:	This is the most crucial part of the interview. You must know every single question you will ask the candidate, ahead of time. If you do not have these ready to go, you not only waste your time, but the candidate's time as well. You must:	Same as 1.13a

	• Determine the number of major topics you will cover • Ask specific position and skill related questions • Determine which questions you must ask to fully evaluate the candidate's abilities Tell me about yourself. What is the purpose of a Left Outer Join? Please List four OO concepts and explain each one.	• Determine the number of major topics you will cover • Ask specific position and skill related questions • Determine which questions you must ask to fully evaluate the candidate's abilities. Gauge their answers to determine if you need additional follow up questions pertaining to that topic. • And include questions regarding previous work history, strengths and weaknesses, and work culture. Job related questions could include: Tell me about yourself. What is the purpose of a Left Outer Join? (for a SQL Server Candidate) Please List four OO concepts and explain each one. (for a .NET Developer)	

Slide [1.13c]/ Menu Title: Interview Strategies [hide title from Menu]			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Same as 1.13a Timeliness tab is open	This interview is most likely not the only one a candidate has.	Be Timely! This interview is most likely not the only one a candidate has. If we are interested in them, other companies probably are as well.	Same as 1.13a

	Communicate with your team, try to get every interview scheduled on the same day, make a decision, and promptly follow up with the candidate.	Communicate with your team, try to get every interview scheduled on the same day, make a decision, and promptly follow up with the candidate.	

Slide [1.13d]/ Menu Title: Interview Strategies [hide title from Menu]			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.13a Introduction tab is open	Every team member is expected to meet the candidate when they arrive for their interview. As much as possible, we encourage the HR Interviewer and Hiring Manager to conduct back-to-back interviews.	Every team member is expected to meet the candidate when they arrive for their interview. As a Recruiter, you have the least interaction during the direct interview, but you are expected to say hello face to face. It provides the candidate an opportunity to meet the person they have been working with thus far. As much as possible, we encourage the HR Interviewer and Hiring Manager to conduct back-to-back interviews. This way, the candidate has the opportunity to meet the entire team at one time, and we can quickly proceed to employment if desired.	Same as 1.13a

Slide [1.14]/ Menu Title: Interview Strategies Activity [hide title from Menu]			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
There is a light green rectangle at the top, laid out horizontally across	[Slide Title]	Let's review what you've just learned. Choose the correct answer. Then click submit.	This is a Pick One KC interaction.

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
entire slide. It takes up roughly 1/3 of the slide.

White slide title and directions are set in the center of the green rectangle. There is a thick black line running horizontally directly underneath the white rectangle. The question is placed just below the line.

Two white rectangles with thin black outlines are equally spaced out across the middle of the slide.

The left white rectangle has the <u>correct</u> answer in it - black text which is centered in the rectangle.

The right rectangle has the <u>incorrect</u> answer in it - black text which is centered in the rectangle. | **Interview Practice Activity**

[Question]

What are four steps to a successful interview?

[Slide Text]

**Define the Job
Prepare for Interview
Timeliness
Introduction**

Define the Job
Ask Some Questions
Timeliness
Relate to the Candidate

[Directions]

Choose the correct answer. Then click submit. | | White rectangles with slide text fade in when the timeline starts. Directions also fade in when the timeline starts.

When the learner clicks Submit, it jumps to slide 1.15. |

Slide [1.14a]/ Menu Title: Interview Strategies Activity [hide title from Menu]			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Built-in Storyline Incorrect layer.

Box is black. There is a white circle and black check above the word "Correct" in the box. | Correct

That's right! Defining the job, Preparing for the interview, Timeliness, and an Introduction are | | When the learner clicks on the Continue button, it jumps to Slide 1.13. |

Thin white outline around the Continue button. All text is white.	four successful interview steps. [Button] Continue		

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Built-in Storyline Incorrect layer. Box is black. There is a white circle and white X with black outline above the word "Incorrect" in the box. Thin white outline around the Continue button. All text is white.	Incorrect You did not select the correct response. Defining the job, Preparing for the interview, Timeliness, and an introduction are four successful interview steps. [Button] Continue		When the learner clicks on the Continue button, it jumps to Slide 1.13.

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
There is a white rectangle at the top, laid out horizontally across entire slide. It takes up roughly 1/4 of the slide. Dark green slide title is set in the center of the white rectangle. There	[Slide Title] **Workplace Scenario** [Slide text] You now know the proper interview strategies to implement	Now, let's take a look at a team that does not have good interview strategies set in place. Think about what you would do differently.	White rectangle with slide text flies in from top when timeline starts. Arrow and directions fade in what VO says "Let's review the following…"

is a light green line running horizontally directly underneath the white rectangle. White rectangle with thin black line is just under thick black line with slide text set in it. There is a large black arrow in the bottom right corner of the rectangle. Background: Office Setting	with your team. Let's review the following scenario to see them in action. [Directions] Click the arrow to view the conversation		

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background, slide title and directions are the same as 1.12. Large light green rounded rectangle in the center of slide. Each avatar is cropped from the waist up and set in a small rounded dark green rectangle with black outline. Callout shape is to right or left of them and scrolls through the conversation. The callout is a white box with thick black outline. Two avatars speak on the screen at one time.	[Deb Callout] Hey team! We have an interview set up for 2pm today. [Tom Callout] I will conduct the first part of the interview from 2-2:30pm. [Sue Callout] I'm free at 2:30pm and will pop in to say hi! [Deb Callout} Perfect! I'll take over at 2:30pm, and will finish up around 3:15pm	Hey team! We have an interview set up for 2pm today. I will conduct the first part of the interview from 2-2:30pm. I'm free at 2:30pm and will pop in to say hi! Perfect! I'll take over at 2:30pm, and will finish up around 3:15pm That's great. I told the candidate to prepare for roughly an hour and a half interview, so that timeframe works well. Tom, please send me your feedback via email by the end of the day. I want to review your thoughts in addition to mine. I'll call the candidate by noon tomorrow to notify them if they've been selected.	Large green rectangle appears on screen when the timeline starts. Deb avatar in rectangle and callout fly in from bottom. Conversation continues with avatars automatically moving to the top position as the next one comes in to speak.

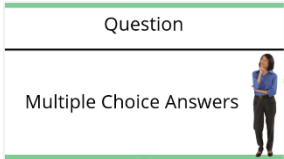|			
	[Sue Callout] That's great. I told the candidate to prepare for roughly an hour and a half interview, so that timeframe works well. [Deb Callout] Tom, please send me your feedback via email by the end of the day. I want to review your thoughts in addition to mine. I'll call the candidate by noon tomorrow to notify them if they've been selected. Sue, I'll let you know tomorrow if we need to keep looking. [Sue Callout] Sounds good! Have a great day, team!	Sue, I'll let you know tomorrow if we need to keep looking. Sounds good! Have a great day, team!	

Slide [1.16]/ Menu Title: Review			Objective: [1,2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
There is a black rectangle at the top, laid out horizontally across entire slide. It takes up roughly 1/4 of the slide.	[Slide Title] **Review** [Slide Text]	Let's take a moment to review the following key concepts. There are three team members that make up the interview team. They are	Four rectangles fly in from left at staggered times before audio gets to slide text.

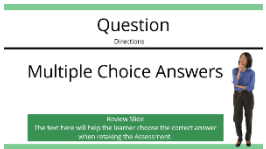| Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White slide title is set in the center of the black rectangle.

There are four thin horizontal rectangles in the center of the slide. Each rectangle corresponds with a section of slide text. They stretch nearly the entire width of the slide with a little bit of white space around them.

The rectangles are white with a thin black outline. The slide text is dark green. The recruiter text/rectangle is on top, HR Interviewer is below it, Hiring Manger is below that, and Interview Strategies is on the bottom. | Recruiter – finds potential candidates, screens them, and attracts them to open positions

HR Interviewer – evaluates a candidate's strengths, weaknesses, and ability to adapt to the work culture

Hiring Manger – manages the Interview Team, sets interview expectations, and makes the final hiring decision

Four Interview Strategies – Define the Job, Prepare for Interview, Timeliness, Introduction | the Recruiter, HR Interviewer, and Hiring Manager.

The Recruiter finds potential candidates, screens them, and attracts them to open positions.

The HR Interviewer evaluates a candidate's strengths, weaknesses, and ability to adapt to the work culture.

The Hiring manager manages the Interview Team, sets interview expectations, and makes the final hiring decision.

Four successful interview strategies include: Defining the Job, preparing for the Interview, being Timely, and introducing the team. | Slide text fades in with VO reference. |
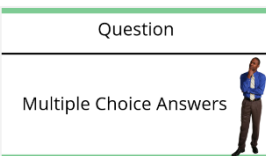
Slide [1.17]/ Menu Title: Review [hide title from Menu]		Objective: [1,2]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Light green rectangle covers entire slide.

There is a white horizontal rectangle at the top of the slide. It stretches out across the width of | [Slide Title]
It's Time for Your Assessment

[Sue Callout]
You now have an understanding of your | You now have an understanding of your role, your team, and specific interview strategies. Let's see what you know!

The following is a graded quiz with a total of five questions. In order to successfully | Sue and callout will fade in when timeline starts. Sue fades from pose 1 to pose 2 when she says "The following is a graded quiz…" |

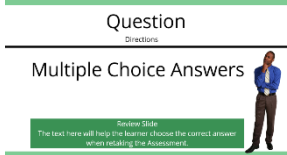| Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
the slide. Dark green slide title is set in the rectangle. There is a thick black line running horizontally across the slide directly below the white rectangle. Sue is on the left side of the slide. She has two poses. 1st is talking with finger pointed at learner. 2nd is smiling with arms crossed. 2/3 of her upper body is showing – appearing closer to the learner. The callout appears to the right of Sue. The callout is white with a thin black outline. The button is in the bottom right corner of the slide. It is a white button with black text.	role, your team, and specific interview strategies. Let's see what you know! The following is a graded quiz with a total of five questions. In order to successfully complete this module, you must receive an 80% or better. [Buttons] Begin Assessment	complete this module, you must receive an 80% or better. Press the button to begin the assessment.	Slide text fades in/out with VO reference. Fade text after 'know' and before 'The following'. Begin Assessment button fades in with VO reference. It has a hover state – black button with white text. The Next button is hidden on this slide.

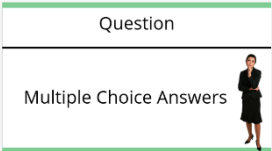| Slide [1.18]/ Menu Title: Assessment			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
All 5 assessment slides should have the same layout. Questions are black text, larger than answers, and use Calibri Bold. Answers are in the middle of the slide, smaller, and use Calibri. Questions will all be multiple choice.	[Question] What is the role of the Interview Recruiter? [Answers] **To find potential candidates, screen**		Score by question with 1 attempt for each quiz question as the learner progresses through the quiz. They will be able to retake the entire quiz at the end if they do not pass. Results slide 1.23; graded quiz slide – Multiple Choice.

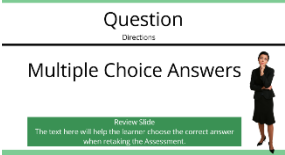|			
A white rectangle covers the entire slide. There are two thin light green rectangles. One is on the top running horizontally across width of slide. The other is on the bottom with the same format. The question is in the center of the slide just below the top light green rectangle. There is a thick black line running the width of the slide about 1/3 from the top of the slide, just below the question. The multiple-choice answers are below the black line. The directions appear just under the question. Sue avatar (full body visible) is in a thinking pose. She is at the bottom of the slide, below the black line, and to the right of the answers. Image below for inspiration. 	**them, and attract them to open positions** To conduct all interviews To make the job description for candidates To be well versed in HR [Directions] Select the correct answer. Then click Submit.		When learner clicks Submit, submit answer and advance to next slide. The learner should not get immediate feedback with Correct or Incorrect feedback layers. They should answer all of the questions sequentially FIRST in the graded assessment, then receive their score on the Results page. If they do not pass, they can come back and review the quiz.

Slide [1.18a]/ Menu Title: Assessment Q1 Review [hide title from Menu]			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.18 There is a dark green rectangle in the bottom middle of the slide underneath the black line. The white slide text is set in the green rectangle. Image below for inspiration. 	[Review Slide] Remember: The Recruiter finds potential candidates, screens them, and attracts them to open positions		Learner can click Next to advance through the review feedback.

Slide [1.19]/ Menu Title: Assessment Q2 [hide title from Menu]			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as slide 1.18 Tom Avatar is in the same pose (thinking) and same location as Sue avatar. Image below for inspiration. 	[Question] What is the role of the HR interviewer? [Answers] To evaluate a candidate's technical ability To attract ideal candidates to fill the position		Same settings for slides 1.18, 1.19, 1.20, 1.21, 1.22. Results slide 1.23; graded quiz slide – Multiple Choice.

	To make the final hiring decision		
	To evaluate a candidate's strengths, weaknesses, and ability to adapt to the work culture		
	[Directions] Select the correct answer. Then click Submit.		

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.19 There is a dark green rectangle in the bottom middle of the slide underneath the black line. The white slide text is set in the green rectangle. Image below for inspiration. Question Directions Multiple Choice Answers Review Slide The text here will help the learner choose the correct answer when retaking the Assessment.	[Review Slide] Remember: The HR Interviewer evaluates a candidate's strengths, weaknesses, and ability to adapt to the work culture.		Same as 1.18a

Slide [1.20]/ Menu Title: Assessment Q3 [hide title from Menu]			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Same as slide 1.18 Deb Avatar is in the same pose (thinking) and same location as Sue avatar. Image below for inspiration. Question Multiple Choice Answers	[Question] What is the role of the Hiring Manager? [Answers] To interview a candidate To evaluate a candidate's ability to fit in at the office **To manage the Interview Team, set interview expectations, and make the final hiring decision** To negotiate employment terms after someone else hires the candidate [Directions] Select the correct answer. Then click Submit.		Same settings for slides 1.18, 1.19, 1.20, 1.21, 1.22. Results slide 1.23; graded quiz slide – Multiple Choice.

Slide [1.20a]/ Menu Title: Assessment Q3 Review [hide title from Menu]			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.20

There is a dark green rectangle in the bottom middle of the slide underneath the black line. The white slide text is set in the green rectangle.

Image below for inspiration.

 | [Review Slide]

Remember: The Hiring Manager manages the Interview Team, sets interview expectations, and makes the final hiring decision | | Same as 1.18a |

Slide [1.21]/ Menu Title: Assessment Q4 [hide title from Menu]			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.18	[Question]

Put the Interview Team roles in the correct order as they pertain to the Interview Process.

[Answers]

Recruiter - Hiring Manger - HR Interviewer | | Same settings for slides 1.18, 1.19, 1.20, 1.21, 1.22.

Results slide 1.23; graded quiz slide – Multiple Choice. |

	Recruiter - HR Interviewer - Hiring Manager HR Interviewer – Recruiter - Hiring Manager Hiring Manager - Recruiter - HR Interviewer [Directions] Select the correct answer. Then click Submit.		

Slide [1.21a]/ Menu Title: Assessment Q4 Review [hide title from Menu]			Objective: [1]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Same as 1.18a	[Review Slide] Remember: The Recruiter screens and attracts candidates, the HR Interviewer interviewes to understand strengths and weaknesses, and the Hiring Manager interviews to evaluate technical abilities and makes the final decision.		Same as 1.18a

Slide [1.22]/ Menu Title: Assessment Q5 [hide title from Menu]			Objective: [2]
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Same as 1.19	[Question] List 4 Interview Strategies you can follow for a successful interview. [Answers] Define the Job, Find a Candidate, Meet Candidate, Hire Candidate Interview Candidate, Hire Candidate, Onboarding, Evaluation Prepare for Interview, Timeliness, Meet Candidate, Hire Candidate **Define the Job, Prepare for Interview, Timeliness, Introduction** [Directions]		Same settings for slides 1.18, 1.19, 1.20, 1.21, 1.22. Results slide 1.23; graded quiz slide – Multiple Choice.

	Select the correct answer. Then click Submit.		

Slide [1.22a]/ Menu Title: Assessment Q5 Review [hide title from Menu]			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.19a	[Review Slide] Remember: The four strategies are: Define the Job, Prepare for Interview, Timeliness, and Introduction		Same as 1.18a

Slide [1.23]/ Menu Title: Results [hide title from Menu]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Large, slightly transparent, white square covers entire slide. Dark green rectangle is at the top of slide and takes up about ¼ of slide. There is a black box in the middle of slide with learner score and passing score set in it. All text is white. Background: Office Setting	[Slide Title] **Quiz Results** Your Score: **XX%** Passing Score: **YY%**		Use a Result side to show Success layer 1.23a when timeline starts if results are equal to or greater than the passing score. Show Failure layer 1.23b when timeline starts if results are less than passing score. Base layer will be visible (show through) from Success or Failure slide layers. Results variable reference shows the percent score only. Do not show the points variable

			reference. Built in graded quiz variable reference displays learner score where XX appears on slide 80% to pass shown where YY appears on slide.

Slide [1.23a]/ Menu Title: Results [hide title from Menu]

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.23 Black Review button with white text.	Congratulations, you passed! [Button] Review		Review button: shows correct/incorrect response when reviewing. Next button: jumps to Slide 1.24.

Slide [1.23b]/ Menu Title: Results [hide title from Menu]

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.23 Black Review and Retry buttons with white text.	Sorry, you did not pass. [Buttons] Review Quiz Retry Quiz		Retake button: resets results slide and jumps to Slide 1.18. Review button: shows correct/incorrect response when reviewing.

Slide [1.24]/ Menu Title: Summary   **Objective: [1, 2]**

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Sue on bottom left. (Looking to the right with left arm up and outstretched) Tom on bottom right. (Looking to the left with right arm up and outstretched) Each avatar	Two key components to a Successful Interview:	Let's take a moment to review what you have learned. There are two key components to a successful interview.	Sue flies in from left and Tom flies in from right when timeline starts. Green square fades in just before VO says, "Those include".

| has only 2/3 of upper body showing – appearing closer to learner.

Dark green square in the middle of the slide between the two avatars. White slide text is set in the square.

Background: Office Setting | Explain the role of each interview team member

List four interview strategies | Those include: Explaining the role of each member of the interview team. You must know who is on your team and how they contribute to the overall interview process.

And listing four interview strategies. These are the fundamentals to ensure that the correct applicants are identified, qualified, and hired! | Slide text fades in with VO reference. |

Slide [1.25]/ Menu Title: Completion

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
There is a light green rectangle covering the entire slide. There is a white rectangle at the top, laid out horizontally across entire slide. It takes up roughly 1/2 of the screen. A black thick line runs across screen where colored rectangles meet in middle. Dark green slide text is set in the center of the white rectangle. There are three avatars at the bottom of the screen on top of large light green rectangle. They are equally spaced out and only 2/3 of upper body showing – appearing closer to the learner. Sue on far left (smiling with thumb up). Deb in	Congratulations! You have completed the Successful Interviewing Course. You are ready to meet with your team and hire qualified applicants! [Buttons] EXIT	Congratulations! You have completed the Successful Interviewing Course. You are ready to meet with your team and hire qualified applicants! You may now exit the course.	Exit course when learner clicks the EXIT button. The button has a hover state – white button with black text.

middle (smiling with thumb up). Tom on far right (smiling with thumb up). Exit button is in the bottom right corner of the slide. It is a black button with white text.			