

Project Title: Recruiter Training: Recruiting 911!

Storyboard Draft #1 For Review

Over All Course Objectives:

- Organize an interviewing timeline that produces quality candidates.
- Define the job and necessary skills needed to the fill the position. (Highlighted objectives are covered in this module)
- Explain the importance of each interview strategy.
- Create interviewing questions that will effectively evaluate the success of a candidate during the interview.

Target Audience:

HR interviewers, recruiters, hiring managers, and any other staff involved with the hiring process.

Training Time:

12 minutes – This is the beginning of a series of micro trainings that will take place. (The other trainings will be around 5 minutes long)

Notes to Reviewer:

- Please focus on the accuracy and completeness of the content during this review cycle. “Page breaks” for the online course will be adjusted after the content is edited.
- Questions for reviewers are indicated with green highlighting. All questions will need to be resolved before programming can begin.
- The **Slide/Layer** column will contain the number and name of each slide. Base layers will be indicated with letters in parenthesis (a).
- The **Visuals** column will contain a combination of image descriptions, sample images, inspirational images, and actual images for the course. (Each will be labeled)
- The Descriptions column will be broken into six subheadings: Objective, Initial View, Audio, On Screen Text, Functionality, Navigation.
 - The **Objective** box will refer to the course objective being referenced on the slide.
 - The **Initial View** box will contain a description of what will be on the slide when the learner first views it.
 - The text in the **Audio** box will be narrated audio.
 - There will be “connecting” words and phrases that would not appear in a written procedure. If the wording seems awkward to you, try reading the text aloud to see how it fits, then make changes if it still seems necessary.
 - Formatting is merely to aid the voiceover talent: Learners will only hear the text.
 - Capitalization and punctuation are not important in the Audio box but is very important in the On-Screen Text box
 - The **On-Screen Text** will contain any text that will be on the slide as well as the purpose it will serve (Title, subheading, etc.)
- The **Functionality** Box will contain a description of the slide and its interactions.
 - Animations will be cued (elsewhere) using bracketed numbers [1] and described in this box.
- The **Navigation** box will be used to describe how the learner will move from screen to screen.
- The **Notes** box will be used to add notes to the slide for all stakeholders.

Table of Contents

- Storyboard Draft #1 For Review 1**
 - Table of Contents 2*


- Course Information..... 3**



- Recruiter 911! 4**
 - 1.1 Welcome! 4*
 - 1.2 Navigation..... 5*
 - 1.3 Objectives..... 6*


- The Hiring Process 7**
 - 2.1 The Interview..... 7*
 - 2.2 Interviewing Timeline 8*
 - 2.3 Knowledge Check 10*





- Know What You Want 11**
 - 3.1 What Job Is This?..... 11*
 - 3.2 What Job Is This?..... 12*
 - 3.3 Knowledge Check 14*
 - 3.4 Summary..... 15*
 - 3.5 Evaluation 16*
 - 3.6 Evaluation – Question 1..... 17*
 - 3.7 Evaluation – Question 2..... 18*
 - 3.8 Results..... 19*
 - 3.6 Next Steps 20*

Course Information		
Course Fonts	Course Colors	Functionality
<p>Heading Sub-heading Body</p>	<p>#F2F1EC #F7F7F7</p> <p>#42C1BA #299DD2</p> <p>#375C6E #6D9286</p>	

Slide/Layer	Visuals	Description
<p>Recruiter 911! 1.1 Welcome!</p>		<p>Objective: N/A</p>
<p>Notes:</p>		<p>Audio: Hello and welcome to the Recruiting 911! Training. This course is the first module of the series that will take a close look at the new steps that Company X has adopted for hiring the perfect candidates. The end of the series you will be able to:</p> <ul style="list-style-type: none"> • Organize an interviewing timeline that produces quality candidates. • Define the job and necessary skills needed to the fill the position. • Explain the importance of each interview strategy. • Create interviewing questions that will effectively evaluate the success of a candidate during the interview. <p>Today you will be introduced to the new standards of our Hiring Process and then complete the first section of the training – Know What You Want. Once you begin this module, you will have the opportunity to work with a coach to incorporate this training in your daily schedule. Upon completion of the coursework, you will be able to continue to the next module. To begin this training, [1] Select the start button.</p>
		<p>On-Screen Text: Recruiting 911!</p>
		<p>Functionality: Picture of desk is showing as narration begins. [1] Start button appears with narration.</p>
		<p>Navigation: User selects the <i>Start</i> button to advance.</p>

Slide/Layer	Visuals	Description
<p>1.2 Navigation</p>	 <p>icon </p>	<p>Objective: N/A</p> <p>Audio: To learn how to navigate through this course, select each of the icons. Otherwise select Next to continue.</p> <p>Menu: This is the course menu. The menu shows what sections of the course you have completed and what sections are still to come.</p> <p>Button: Select buttons to continue through the course.</p> <p>Prev/Next: Use the previous and next buttons to move forward and backwards through the course.</p> <p>Picture/Box/Icon: When you see certain pictures, boxes, or icons in this course, select them. By selecting it, you will learn more information.</p> <p>Replay: The circle with an arrow is the replay button. By pressing this button, you can replay the page from the beginning.</p> <p>Seek bar: The seek bar shows how much time is left on a page. You can move it backwards if you need to replay a certain part of a page.</p>
<p>Notes:</p>		<p>On-Screen Text: Course Navigation Menu Pre/Next Picture/Box/Icon Replay Seek bar Continue</p> <p>Functionality: When user presses an icon, a layer will appear explaining the different areas on the screen. Menu icon – (a) Menu Prev/Next – (b) Previous/Next Picture/Box/Icon – (c) show a quick video of someone selecting a picture of box and it flipping to show something else</p> <p>Navigation: User selects NEXT to advance.</p>

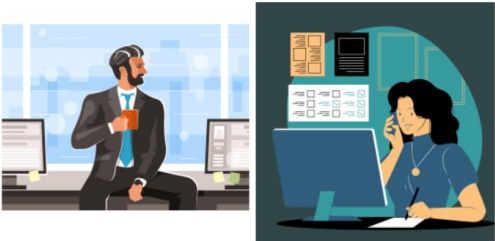
Slide/Layer	Visuals	Description
<p>1.3 Objectives</p>		<p>Objective: N/A</p>
<p>Notes:</p>		<p>Audio: By the end of this entire course, you will be able to: [1] Define the job and necessary skills needed to fill the position and [2] Organize an interviewing timeline that produces quality candidates. [3] Today will focus on understanding the hiring process timeline as well as defining the job and necessary skills needed to fill the position. [4] Select next to continue.</p> <p>On-Screen Text: By the end of this course, you will be able to:</p> <ul style="list-style-type: none"> • [1] Define the job and necessary skills needed to fill the position. • [2] Organize an interviewing timeline that produces quality candidates. <p>[4] Select NEXT to continue.</p> <p>Functionality: [1] First objective appears on clipboard with a check in the box. [2] Second objective appears on clipboard with a check in the box. [4] Select NEXT to continue appears.</p> <p>Navigation: User selects NEXT to advance.</p>


Slide/Layer	Visuals	Description
<p>The Hiring Process 2.1 The Interview</p>	<p>[1] </p>	<p>Objective: Organize an interviewing timeline that produces quality candidates.</p>
<p>Notes:</p>	<p>[2] </p>	<p>Audio: [1] Marta: Wednesday the 29th at 9 AM works for me. I look forward to learning more about this position. Thank you and have a great day! (Hangs up) [2] (Text message alert, receives a text that the interview needs to be rescheduled) [3] Interviewer: Thank you for coming in today. We will call you to let you know the next steps. [4] (music plays to show the progression of time)</p>
	<p>[3] </p>	<p>On-Screen Text: [1] The call... [2] We will need to reschedule your interview. Are you available for Monday the 4th at 8:30 AM? [3] The interview... [4] The waiting...</p>
	<p>[4] </p>	<p>Functionality: The scenes change like a revolving gallery to show the progression of the hiring process starting with image [1]. A potential candidate is on the phone setting up a time and date for their interview. Change to image [2] after audio stops and play text alert. Change to image [3] and play audio. Cut image [4] while music plays and days are checked off on the calendar. After last scene is played, slide auto advances to next slide.</p>
		<p>Navigation: Slide automatically advances at the end of scene.</p>

Slide/Layer	Visuals	Description
<p>The Hiring Process 2.2 Interviewing Timeline</p>	<p>Hiring Process</p> <ul style="list-style-type: none"> ● Research position ● Review resumes ● Set up interviews ● Prepare for interviews ● Interview candidates ● 2nd interview (if hiring manager was not at initial interview) ● Call back candidate 	<p>Objective: Organize an interviewing timeline that produces quality candidates.</p> <hr/> <p>Audio: To ensure we hire the most qualified talent in our projected timeframe, we as a company must take an accelerated course of action during our hiring process. It is our responsibility to find the talent, get them in to interview, and let them know in a timely fashion if they are a good fit or not. Let’s not waste applicant’s time or our own. Select each box along the timeline to learn more about the process.</p> <p>[1] Find out about the job you will be interviewing for. Make sure you know what the job does, this position’s role within the company, and what it requires of the employee.</p> <p>[2] Review resumes and pick the ones that most closely align with the position.</p> <p>[3] Set up an interview with the candidate as soon as possible (this should not be more than a week out for the date of the interview call)</p> <p>[4] Once you know who you are interviewing, closely review their resume; write down specific questions tailored to the candidate and their experience. Write down questions that pertain specifically to the job.</p> <p>[5] Interview the candidate on the agreed upon date and time.</p> <p>[6] There really shouldn’t this step because you should have done all that was needed in the first interview, but if the hiring manager was not available for the initial interview, immediately after step 3 set up another interview with the hiring manager present and conduct the interview. This should not be longer than 1 week from the first interview.</p> <p>[7] Contact the candidate within 3 days of the last interview to let them know the hiring decision.</p> <p>At Company X we want potential and new employees to feel like they have had a fair and reasonable experience during our hiring process. We also want the candidates who receive an offer to then sign on and become part of our team. And they will if we show that we are respectful of our employee’s and community’s time. A precise and expedient hiring process will ensure our company meets our hiring goals.</p> <p>[8] Select NEXT to continue.</p>
<p>Notes:</p>		<p>On-Screen Text: Hiring Process [1] Research position [2] Review resumes [3] Set up the interview [4] Prepare for interviews [5] Interview candidate [6] 2nd Interview (if hiring manager was not at initial interview)</p>

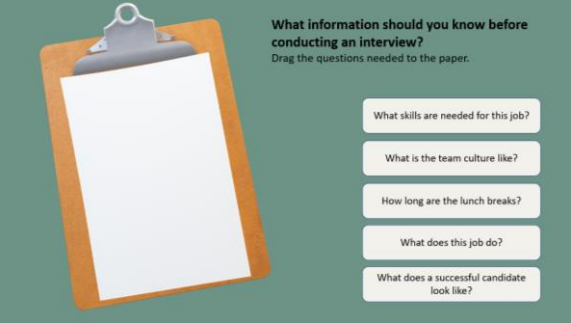
		<p>[7] Call back [8] Select NEXT to continue.</p> <p>Functionality: Timeline appears on left side of screen with pulsing circles that are numbered 1-7. When user selects each number, the following text appears while narration speaks to the selected topic. [1] Research position (appears in first position in timeline) [2] Review resumes (appears in 2nd position in timeline) [3] Set up the interview (appears in 3rd position in timeline) [4] Prepare for interviews (appears in 4th position in timeline) [5] Interview candidate (appears in 5th position in timeline) [6] 2nd Interview (if hiring manager was not at initial interview) (appears in 6th position in timeline) [7] Call back (appears in 7th position in timeline) [8] Screen directions appear after all circles have been chosen and user is able to select NEXT.</p> <p>Navigation: User selects NEXT once all boxes have been revealed to advance to next slide.</p>
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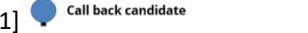

Slide/Layer	Visuals	Description
<p>The Hiring Process 2.3 Knowledge Check</p>	<p>Your boss, Robyn, just handed you 4 new positions that need to be filled within the next month. Due to the expansion of teams, 3 of the positions are for jobs you have recently conducted interviews for. The last interview is for a position you didn't even know existed at your company.</p> <p>What is the first thing you should do?</p> <p>Choose the best answer and then select submit.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Review resumes Set up an interview </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Interview candidate Research position </div>	<p>Objective: Organize an interviewing timeline that produces quality candidates.</p> <hr/> <p>Audio: Now let's see if you remember the process. Your boss, Robyn, just handed you 4 new positions that need to be filled within the next month. Due to the expansion of teams, 3 of the positions are for jobs you have recently conducted interviews for. The last interview is for a position you didn't even know existed at your company. What is the first thing you should do? Choose the best answer and when you are done, select submit.</p>
<p>Notes:</p>		<p>On-Screen Text: Your boss, Robyn, just handed you 4 new positions that need to be filled within the next month. Due to the expansion of teams, 3 of the positions are for jobs you have recently conducted interviews for. The last interview is for a position you didn't even know existed at your company. What is the first thing you should do? Choose the best answer and then select submit. Review resumes Set up an interview Interview candidate Research position</p> <p>[1] Select NEXT to continue</p> <hr/> <p>Functionality: The scenario is on the screen. The user must select the answer they think is correct. User will select Submit to receive their score and/or show correct answer (if they got the answer incorrect) [1] Select NEXT appears after submit has been selected.</p> <hr/> <p>Navigation: User will select NEXT to advance.</p>

Slide/Layer	Visuals	Description
<p>Know What You Want</p> <p>3.1 What Job Is This?</p>		<p>Objective: Define the job and necessary skills needed to fill the position.</p>
<p>Notes:</p>		<p>Audio: [1] Recruiter 1: I don't need to do anything extra to get ready for this interview, I've conducted 100's of interviews for this company! [2] Recruiter 2: So, is that everything that is needed for this position? OK, I'll be emailing you the dates for the interviews. I'll also forward you my interview questions so you can review them or tell me if any are on target. Great, expect to see an email by Thursday....</p> <p>On-Screen Text: [1] Recruiter 1 [2] Recruiter 1</p> <p>Functionality: As the scene begins, both recruiters can be seen in small pictures. Recruiter 1's screen then gets bigger, and the learner can hear how the recruiter is getting ready for the job interview [1]. After the audio, the screen gets smaller and recruiter 2's screen gets bigger, and learner hears the end of a phone conversation they are having with a hiring manager about the position [2]. After the audio, the screen gets smaller.</p> <p>Navigation: Screen auto-advances to next slide at the end of scene.</p>

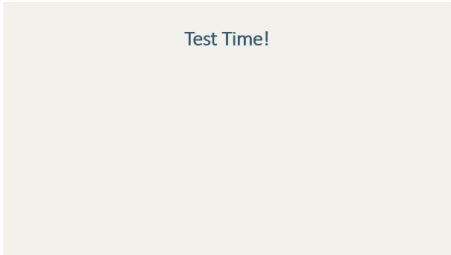
Slide/Layer	Visuals	Description
<p>Know What You Want 3.2 What Job Is This?</p>	<p style="text-align: center;">Hiring Process</p> <ul style="list-style-type: none"> ● Research position ● Review resumes ● Set up interviews ● Prepare for interviews ● Interview candidates ● 2nd interview (if hiring manager was not at initial interview) ● Call back candidate 	<p>Objective: Define the job and necessary skills needed to fill the position.</p> <p>Audio: [1] Let’s talk about researching a position.... [2] The most important piece of information you need to be a successful interviewer is knowing and understanding the job you are conducting an interview for. Meeting with the hiring manager to understand what they are looking for will save you, the candidate, the hiring manager, and the company time. Having the skills doesn’t guarantee the candidate will be effective for a position. Select each pull down number to learn more about researching a position.</p>
<p>Notes:</p>	 <p style="text-align: center;">Research the Position</p> <p>(b1) (b2) (b3) (b4)</p>	<p>On-Screen Text: (a)Hiring Process Research position Review resumes Set up the interview Prepare for interviews Interview candidate 2nd Interview (if hiring manager was not at initial interview) Call back</p> <p>(b)Research the Position (b1) What does this position do? Know the position you are hiring for. Understand what that position is within the Company, how it works and why it’s important. If you don’t know, ask the hiring manager. (b2) What skills are needed? What skills does the right candidate need to possess to be successful? This is a conversation you and the hiring manager must have to really understand the role. If you do not know what the skills are, ask questions – see it as if you were trying to get this position. (b3) What does a successful look like? Find out what your hiring manager is looking for. It will be more than just skill. What do they need to make their team successful? Is attitude more important than skills? (b4) What is the team culture/dynamics? Ask the hiring manager about team dynamics. Talk to members of the team to get</p>

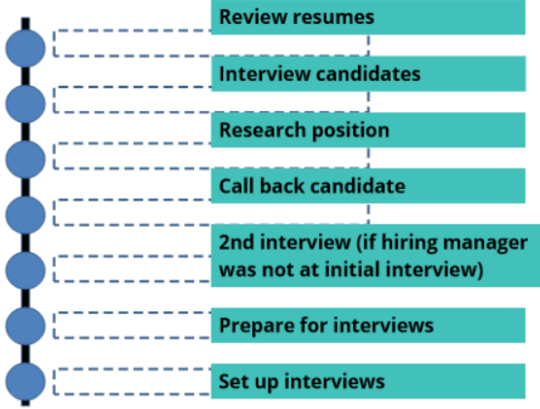
		<p>a feel for how the operate. For a potential candidate to be a “good fit” it will take more than just skill? [b5] Select NEXT to continue</p>
		<p>Functionality: (a)The initial screen starts by reshowing the hiring process timeline. [1] Narration begins. Research position begins to grow and slide changes to layer (b). [2] Narration continues and gives directions for user to select each pull down. When user selects a pull down, the colorful area will slide down to show on-screen text layers. When all layers have been chosen, (b5) select Next directions will appear.</p>
		<p>Navigation: User will select NEXT to advance.</p>


Slide/Layer	Visuals	Description
<p>Know What You Want 3.3 Knowledge Check</p>		<p>Objective: Define the job and necessary skills needed to fill the position.</p>
		<p>Audio: What information should you know before conducting an interview? Drag the questions needed to the paper. Select Submit when you are done.</p>
<p>Notes:</p>		<p>On-Screen Text: What information should you know before conducting an interview? Drag the questions needed to the paper. What skills are needed for this job? What is the team culture like? How long are the lunch breaks? What does this job do? What does a successful candidate look like? Submit Select NEXT to continue</p>
		<p>Functionality: Narration will begin and give the user directions on how to use the slide. User will then drag and drop answers on to the white paper. When user has chosen all their answers, they will select submit. The submit button will inform the correct answers. Select next directions will appear once submit button is pressed.</p>
		<p>Navigation: User will select NEXT to advance.</p>



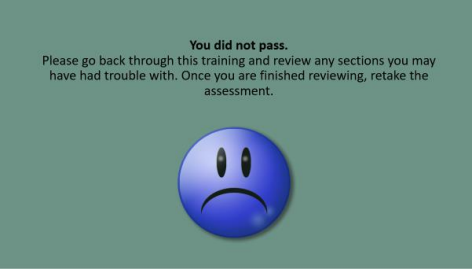
Slide/Layer	Visuals	Description
<p>Know What You Want 3.4 Summary</p>	<p>Hiring Process</p> 	<p>Objective: Organize an interviewing timeline that produces quality candidates. Define the job and necessary skills needed to fill the position.</p> <p>Audio: Today you have learned the New Hiring Process standard all Company X employees are expected to follow. Researching, Review, Set Up, Prepare, Interview, Possible 2nd Interview, and the Call back. For [1] researching, it is imperative that you meet with the hiring manager for the position to get a better understanding of the job, what they are looking for in an employee while finding out their team’s dynamics. [2] Take a moment to review what you should know about a position. Only when you have a full understanding of the position can you start looking at resumes.</p>
<p>Notes:</p>	 	<p>On-Screen Text: Hiring Process Research position Review resumes Set up the interview Prepare for interviews Interview candidate 2nd Interview (if hiring manager was not at initial interview) Call back Research the Position Select each box to review.</p> <p>[2a] What does this position do? Know the position. Understand how the position works within the company.</p> <p>[2b] What skills are needed? What skills does a successful candidate need?</p> <p>[2c] What does a successful look like? What is the hiring manager looking for? How will it make the team successful?</p> <p>[2d] What is the team culture/dynamics? What are the team dynamics? What would be a “good fit”? Is it only skill? Can the right attitudes prevail?</p> <p>Select NEXT to continue.</p> <p>Functionality: [1] Highlight the first Research position section.</p>


		<p>[2] For [2a-2d], if user selects square, the box will flip to reveal the corresponding question.</p>
		<p>Navigation: User will select NEXT to advance.</p>

Slide/Layer	Visuals	Description
<p>Know What You Want 3.5 Evaluation</p>		<p>Objective: Organize an interviewing timeline that produces quality candidates. Define the job and necessary skills needed to fill the position.</p>
<p>Notes:</p>		<p>Audio: You will now be tested on what you have learned today. [1] Select the Begin button when you are ready.</p>
		<p>On-Screen Text: Test Time! Begin</p>
		<p>Functionality: The slide will start with “Test Time!” [1] The Begin button will appear after initial narration.</p>
		<p>Navigation: User selects the Begin button and advances the slide.</p>

Slide/Layer	Visuals	Description
<p>Know What You Want 3.6 Evaluation – Question 1</p>	<p>Place the boxes in the correct order.</p>  <p>Select Submit when you are done.</p>	<p>Objective: Organize an interviewing timeline that produces quality candidates.</p>
<p>Notes:</p>		<p>Audio: Place the boxes in the correct order of the New Hiring process. Select Submit when you are done.</p>
		<p>On-Screen Text: Place the boxes in the correct order. Select Submit when you are done.</p>
		<p>Functionality: User is able to drag and drop the green boxes into the correct order on the timeline. When all boxes have been placed, the user will select submit and go to the next question.</p>
	<p>Navigation: User will advance to the next slide by selecting Submit.</p>	

Slide/Layer	Visuals	Description
<p>Know What You Want</p> <p>3.7 Evaluation – Question 2</p>		<p>Objective: Define the job and necessary skills needed to fill the position.</p>
<p>Notes:</p>		<p>Audio: Why is it important to research a position? Choose the best answer and then select Submit when you are done.</p>
		<p>On-Screen Text: Why is it important to research a position? To understand business needs. To be able to brag about the position to the candidates. To be able to properly prepare for interviewing candidates. To see if you could apply for the position. Select Submit when you are done.</p>
		<p>Functionality: User is able to drag and drop the green boxes into the correct order on the timeline. When all boxes have been placed, the user will select submit and go to the next question.</p>
		<p>Navigation: User will advance to the next slide by selecting Submit.</p>

Slide/Layer	Visuals	Description
<p>Know What You Want 3.8 Results</p>		<p>Objective: N/A</p> <p>Audio:</p> <ul style="list-style-type: none"> (a) Congratulations! You have passed the first section of Recruiter 911! Training. (b) Unfortunately you did not pass. Please go back through this training and review any sections you may have had trouble with. Once you are finished reviewing, retake the assessment.
<p>Notes:</p>	<p>(a)</p>  <p>(b)</p> 	<p>On-Screen Text:</p> <ul style="list-style-type: none"> (a) Congratulations! (User's score out of 8) Select NEXT to Continue (b) You did not pass. (User's score out of 8) Please go back through this training and review any sections you may have had trouble with. Once you are finished reviewing, retake the assessment. Use the Prev arrow to go back through the course. <p>Functionality: Depending on how the user scored on their evaluation, they will either get layer (a) or (b). (Score is out of 8 – one point for each box put correctly on the timeline and 1 point for question 2)</p> <p>Navigation:</p> <ul style="list-style-type: none"> (a) User will select NEXT to advance. (b) User will use prev button to review course and retake assessment.

Slide/Layer	Visuals	Description
<p>Know What You Want 3.6 Next Steps</p>		<p>Objective: Organize an interviewing timeline that produces quality candidates. Define the job and necessary skills needed to fill the position.</p> <p>Audio: Now that you have successfully completed the first module of the Recruiter 911! Training, you will practice these steps with a focus on [1] Researching job posting for the next few days. Once you have completed the “What Job is This” form [2] from your research, [3] hand it in to your manager so you can [4] continue on to the next module. You may now close your browser.</p>
<p>Notes:</p>		<p>On-Screen Text: Next Steps Research job postings Complete the “What Job is This” form Turn in the completed form to your manager Complete the next section of Recruiter 911! Training</p> <p>Functionality: [1] As narration reads, a check mark appears in the corresponding box [2] As narration reads, a check mark appears in the corresponding box [3] As narration reads, a check mark appears in the corresponding box [4] As narration reads, a check mark appears in the corresponding box</p> <p>Navigation: User will close browser when done.</p>