

# Recruiter Training Design Document

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<i>Business Purpose</i>	<p>Company X is a fast-growing company that needs to recruit and hire 2000 new members for their technical team this year. Due to the uptick in hiring, recruiters and hiring managers will be conducting many interviews. To ensure that the best and most qualified candidates can get through the hiring process successfully and accept the positions, across the board training needs to be completed by recruiters and hiring managers.</p> <p>The purpose of this training is to establish a standard interviewing process for all recruiters and hiring managers that will make sure all interviewers are prepared and are able to complete the interviewing/hiring process for perspective candidates.</p>
<i>Target Audience</i>	HR interviewers/recruiters/hiring managers
<i>Training Time</i>	40 minutes
<i>Training Recommendation</i>	<ul style="list-style-type: none"> <li>• 1 eLearning course in Articulate Storyline that allows the learner to make choices in real-life interview scenarios in which the learner will interact with the content and receive feedback.</li> <li>• Supplemental materials will be handed out as reminder for the learners to take with them.</li> <li>• Final evaluation.</li> </ul>
<i>Deliverables</i>	<p>1 eLearning Course</p> <ul style="list-style-type: none"> <li>• Developed in Articulate Storyline</li> <li>• Includes a storyboard detailing the course</li> <li>• Includes voice-over narration</li> <li>• Includes 4 scenarios that address the learning objectives</li> <li>• Includes a virtual human avatar</li> <li>• Includes in course checks for understanding</li> <li>• Final evaluation</li> </ul> <p>Job aids for easy reference</p>
<i>Learning Objectives</i>	<p>By the end of this course the learner will be able to:</p> <ul style="list-style-type: none"> <li>• Define the job and necessary skills needed to fill the position.</li> <li>• Explain the importance of each interview strategy.</li> <li>• Create interviewing questions that will effectively evaluate the success of a candidate during the interview.</li> <li>• Organize an interviewing timeline that produces quality candidates.</li> </ul>
<i>Training Outline</i>	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>• Welcome/Navigation/Course Objectives</li> </ul> <p><b>The Hiring Process</b></p>

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- Scenario of an applicant getting an interview/having it rescheduled/not hearing back from interviewer in a timely manner
- Timeline for hiring candidates from start to job offer.
- The Checklist (supplemental materials to be passed out to learners for future reference)
- Knowledge Check

## **Know What You Want**

- Scenario of 2 recruiters – 1<sup>st</sup> recruiter doesn't get ready for the interview (he's a recruiter, he's done thousands of interviews) and 2<sup>nd</sup> recruiter demonstrating how to prepare for an interview by researching the position.
- What position needs to be filled?
  - What does this position do?
  - What skills are needed to successfully work at this position?
  - What does a successful candidate look like for this role?
  - What are the team culture and dynamics that surround this position?
- Knowledge Check

## **The Interview**

- Scenario of 2 recruiters – 1<sup>st</sup> recruiter says he already has his interview questions ready and 2<sup>nd</sup> recruiter takes time to sort out the best questions to ask the candidate – both show a glimpse of the interview with the candidate.
- Preparing for the interview
  - What are the major topics that need to be asked about?
  - What does a correct answer look like?
  - Don't forget the follow up questions!
- Knowledge Check

## **The Follow Up**

- Scenario of 2 recruiters following up with potential candidates, what to do and what not to do.
- How to follow up with potential candidates.
  - 2<sup>nd</sup> round interviews with stakeholders.
  - Job offer/decline
  - Seal the deal
- Knowledge Check

## **Final Evaluation**

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<i>Evaluation Plan</i>	<p>The final evaluation will take place at the end of the course. There will be 8 questions, with a passing score of 80%.</p> <p>This standard process will increase the number of eligible new hires starting with the company.</p>
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