Subject	Topics to Include
Business Purpose	• Hire not only 2000 new members for the technical team, but improve the quality of those new hires. o Newer hiring managers lack the technical knowledge of the job they're hiring for. In order to effectively question candidates about their qualifications, HM's need to have some base knowledge.
Target Audience	Hiring managers and recruiters
Training Time	20 minutes
Training Recommendation	One eLearning course that allows the learner to make choices in real-life interview scenarios in which the learner will interact with the content and receive feedback.

Deliverables	• 1 storyboard outlining the module
	• 1 e-Learning course for technical content knowledge (SME will provide more details)
	   o Developed in **Articulate Storyline**
	   o Includes scenarios and videos
	   o Final assessment
	• List/Cheat Sheet of questions to ask candidates
	   o Both technical and "getting to know you"/"team fit" questions
	Some of the technical questions will be required in order to assess candidates' skills. Some will be optional and dependent on other responses and time constraints.

Learning Objectives	At the end of this course, the learner will be able to: • Implement systems that prepares team members for the purpose of interview • Identify ways to show the candidate they are respected • Define the role the candidate is fulfilling • Design a list of questions that will be used during the interview process

Training Outline	• **Introduction**
	   o Welcome to Apex Tech Solutions
	   o Brief description of the company values and the company's primary goal
	   o Importance of HM role in building a team to support company goals
	   o Title of course: Strong Interviewing Builds Strong Teams

Subject	Topics to Include

	• **Navigation**
	• **Learner Objectives**
	(Some Best Practices have been chunked together for retention because they make sense to be together.)
	• **Purpose of Course**
	• **Best Practice 1: Know Your Purpose**
	    o The purpose should focus on why you've selected this candidate for an interview and which role they will fulfill if hired.
	        ▪ This is not the time for current team members to illustrate their own knowledge
	• **Best Practice 2: Respect Candidate**
	    o Don't waste candidate's time
	        ▪ be on time
	        ▪ have all team members present to avoid follow-up interviews just to meet everyone
	    o Make sure the team is on the same page going into the interview in terms of clarity on the position they are hiring for.
	        ▪ They should all be familiar with the job description the candidate responded to.
	• **Best Practice 3: Define What You Want**
	    o Be clear on which position you are hiring for and the qualities/skills necessary—and don't change directions from what's posted on the job listing
	    o Avoid a checklist of skills which may not provide a complete representation of the candidate
	    o Be flexible enough to go off-script and pursue a line of questioning that fits with the team culture or necessary skills and gives you a bigger picture of the candidate
	• **Best Practice 4: Preparation**
	    o Once you have a clear focus of the previous BP's, prepare for the interview.
	    o Have a bank of questions that are specific to both the job and the team culture.
	        ▪ Reminder: this is not a checklist but a bank. There may be several questions that are high priority, and should be asked, but the rest of the bank of questions should not be a checklist

Subject	Topics to Include

	▪ Train interviewers/team how to interview effectively and focus on the needs of the role the candidate is interviewing for and the team culture.
	
	• **Knowledge check**: Scenarios based on actual Apex Tech Solutions job postings
	• **Summary**
	• **Quiz/Assessment (see Evaluation)**
	• **Conclusion** after learner passes the quiz
	  ○ Congratulations
	  ○ Exit course button

Evaluation Plan	• **Quiz/Assessment**
	  ○ There will be 5 questions
	  ○ Must pass with 80%
	  ○ Unlimited re-tries