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| *Business Purpose* |  123 International has a need to recruit, hire and train 2000 new members to their technical team this year. The quality and quantity of the new hires they have been obtaining has been below company standards and expectations. For the past 12 years Company XYZ has been focusing on the technical aspects of their interview, rather than the strategy of the interview process itself. 123 International believes that a well-prepared, and well-conducted interview is of utmost importance. Therefore, this training will provide in-depth, scenario-based, information for their recruiters, human resources (HR), interviewers and hiring managers in the area of interviewing strategies and interview preparedness. This training is designed to help our hiring managers be better prepared for their interviews in order to increase the quality and quantity of their new hires. |
| *Target Audience* | All HR employees, both current employees and any new HR employees, who participate in the interview process. |
| *Training Time* | Approximately 20 minutes – self paced |
| *Training Recommendation* |  Due to the distribution of the hiring managers and recruiters across the United States, this training would be an eLearning course. This allows for flexibility and ease of training at the time of hire, and for those currently employed to complete at the company’s determined timeline for completion. Any new HR hiring managers would need to complete this training before conducting any interviews. A separate technical training would be recommended as a prerequisite to taking this interview preparedness training, to bridge the gap in skill knowledge. |
| *Deliverables* | In addition to this design document, you will receive:* 1 Storyboard script – detailing the Interviewing Preparedness course, including content and how material will be delivered
* 1 eLearning module that includes real-life scenarios to allow the learner to interact with the content and receive feedback.
* Designed in Articulate Storyline
* Includes voice over narration
* Includes real-life scenarios with life-like avatars
* Includes a knowledge check and a graded

final assessment |
| *Learning Objectives* | By the end of this course, the learner will be able to:* Define the purpose of a well-prepared interview
* List the steps needed to prepare for a successful interview
* Identify the best practice interview techniques an interviewer should incorporate during the interview process
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| *Training Outline* | **Introduction*** Welcome – a video from the company CEO introducing the course; purpose and need for this training
* Navigation
* Learning Objectives
* Short scenario with two avatars – Interview is ending with someone who is turning down the job due to the interviewer’s unpreparedness and confusion on the job description

**Topic**: Defining the purpose of a well-prepared interview* Know what you want
* Importance of an accurate job description

**Topic**: Steps to Properly Prepare for the Interview * Determine participants needed in the interview
* Question Preparation

**Knowledge Check****Topic**: Best Strategies and Interview Techniques* Techniques to utilize during the interview
* How to assess the Interviewee’s
* Answers
* Body language
* Real Life Scenario with avatars – mock interview – learner chooses the best responses

**Final Graded Assessment** |
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| *Assessment Plan* | There will be a final assessment containing 5 multiple choice questions. The questions will be based on the learning objectives of this module. The learner must score 80% or above to receive a passing score. If they do not pass, they will be able to review their previous quiz answers before retaking the quiz. A passing score will allow them to exit the course.  |