

Effective Interviewing Strategies Design Document

<i>Business Purpose</i>	<p>The company is in need of 2000 new members for their technical team. They are unsatisfied with the quality and quantity of hires they are currently getting. They feel that how a candidate is interviewed can often be an afterthought. For the last 12 years, the company has been conducting deep technical interviews. Some more experienced hiring managers and recruiters have more technical experience, while newer interviewers have more HR experience. Their focus now is on the interview. This training will prepare interviewers to conduct interviews of potential candidates for hire by implementing effective interview strategies.</p>
<i>Target Audience</i>	<p>HR interviewers who partner with hiring managers to interview employment candidates</p>
<i>Training Time</i>	<p>12 minutes</p>
<i>Training Recommendation</i>	<ul style="list-style-type: none"> • 1 eLearning course <ul style="list-style-type: none"> ○ Learners distributed all over US ○ Course should be always available for new interviewers • Course will focus on effective interviewing strategies • Included will be a human avatar guide • Interactive elements will include scenarios • Final evaluation
<i>Deliverables</i>	<ul style="list-style-type: none"> • Design Document • Storyboard • 1 eLearning course <ul style="list-style-type: none"> ○ Developed in Articulate Storyline ○ Includes voice-over narration ○ Includes brief knowledge checks ○ Includes final evaluation
<i>Learning Objectives</i>	<ul style="list-style-type: none"> • Determine what kind of candidate you are looking for to fill a certain position • Develop a list of sample interview questions • Conduct an effective job interview
<i>Training Outline</i>	<ul style="list-style-type: none"> • Introduction <ul style="list-style-type: none"> ○ Introduce avatar guide ○ Navigation ○ Objectives • What a Good Interview Looks Like <ul style="list-style-type: none"> ○ Possible video depiction of a good interview (if available) ○ Concepts to be taught in course • How to Become an Effective Interviewer <ul style="list-style-type: none"> ○ Know What You Want

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	<ul style="list-style-type: none">▪ Determining the skills you're looking for▪ Don't have a checklist○ Prepare for your Interview<ul style="list-style-type: none">▪ Prepare all questions ahead of time▪ Make Sure all Interviewers are Trained▪ Knowledge Check○ Conduct the Interview<ul style="list-style-type: none">▪ Timeliness▪ Remember the purpose▪ Interview individually▪ Don't overwhelm the candidate▪ Candidate Meets Everyone▪ Knowledge Check• Summary• Final Evaluation Scenarios• Conclusion
<i>Evaluation Plan</i>	<ul style="list-style-type: none">• 2 ungraded knowledge checks• 2 final evaluation scenarios<ul style="list-style-type: none">○ Learner has multiple attempts at the scenarios○ Learner must score 80% to pass