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| *Business Purpose* | Company X needs to recruit and hire 2000 new members for their technical team this year. The company is not pleased with the performance quality or quantity of the new technical team hires.  Some of the hiring managers and recruiters have a good grasp of the technical aspects of the positions they’re hiring for. The newer team members have less of a technical background and more HR experience. The average recruiter is 35 and these employees are distributed across the US.  Currently, only compliance training is offered, and this training needs to be more engaging and more effective. Little in the way of non-technical training is offered.  The purpose of this training is to enable Human Resources managers, hiring managers and recruiters to more effectively and efficiently interview prospective candidates will the goal of hiring a higher quantity of qualified candidates.  This training will result in the following outcomes:   * An improved interview process, resulting in the hiring of at least 25% more quality candidates, and * An increase in the number of employees with a deep understanding of the technical material and with more satisfactory job performance. |
| *Target Audience* | The target audience for this training includes Human Resources staff, specifically hiring managers and recruiters for the technical team. |
| *Training Time* | The seat time for this training will be approximately 20 minutes, delivered in one session. |
| *Training Recommendation* | The recommended delivery method for this training is one engaging, interactive, scenario-based elearning course with scaffolded interactivity and knowledge checks. This recommendation is based on the following considerations:   * Elearning will eliminate the costs of in-person instruction since hiring managers and recruiters are distributed across the US. * Elearning is more timely, efficient, and flexible, allowing for immediate and consistent training. |
| *Deliverables* | 1 Storyboard   * Global design directions * Visuals/Display * Animation/Interaction directions per slide * On-screen text per slide * Voiceover/narration script per slide   1 engaging elearning course developed in Articulate Storyline 360   * 4 scenarios * 3 knowledge checks * 1 final graded assessment * Voiceover narration |
| *Learning Objectives* | By the end of the training course, the learner will be able to:   * Identify the steps to prepare for an effective interview. * Select appropriate questions for the position for which they are hiring. * Evaluate appropriate strategies for interviewing potential candidates. |
| *Training Outline* | **Introduction**   * Welcome * Navigation * ***Intro scenario:*** Avatar asks the learner for help in conducting effective interviews. The learner will see a poor example of an interview where the hiring manager/recruiter does everything wrong and the learner is asked what was done incorrectly. This will lead to the avatar introducing the objectives, topics and course description. * Course Overview   + Learning Objectives   + Course Topics and Description   **Topic 1: Steps to prepare for an effective interview**   * Define the job   + Business and technical skills needed   + Company culture * Train other interviewers * ***Topic 1 scenario:*** the avatar asks the learner to find and click on the steps to prepare for an effective interview in a game scenario. The learner will collect bulls-eye points for each correct answer. They can only proceed to the next topic when they’ve collected all the bulls-eye icons. * **Knowledge check:** 2 multiple-choice questions   **Topic 2: Appropriate questions for the position**   * Choose topics * Choose questions * Improvising * ***Topic 2 scenario:*** the learner will be presented with a question game board. The avatar will ask the learner to sorting the questions into the good/bad buckets and will continue to the knowledge check when all the questions are in the correct bucket. * **Knowledge check:** 2 multiple-choice questions   **Topic 3: Appropriate strategies for interviewing**   * Purpose of the interview * Timeliness * Communication with other interviewers * No checklists * ***Topic 3 scenario***: the avatar will welcome the learner to an interview setting and will present strategies the learner might encounter during an interview situation. The learner will give a thumbs-up or a thumbs-down for each strategy, deciding which strategies are recommended for interviewing. Branching scenarios will provide feedback. * **Knowledge check:** 2 multiple-choice questions   **Assessment**  **Results**  **Summary**  **Conclusion** |
| *Assessment Plan* | ***Knowledge Checks***   * 2 multiple choice questions * 2 attempts per question * Correct responses provided after two incorrect attempts * Knowledge check exercise at the end of each section   ***Scenario-Based Final Assessment:***   * ≥80% passing on e-learning module assessment of 5 graded questions of varying formats [multiple choice, true/false, matching, drag-and-drop]. * The learner will have unlimited attempts to retry the quiz in the event of receiving a failing score, but they must review the material before retrying the quiz. * Based on Learning Objectives |
| *Evaluation of Success* | * Post-training self-evaluation surveys of hiring managers/recruiters, rating their confidence in their interview skills * Post-interview candidate surveys rating the competence of the hiring manager/recruiter and the interview experience * Tracking number of candidates offered a position relative to their evaluation by interviewer * Tracking new hire performance using a company-created rubric |