**Interview Strategies Training Storyboard [T. Legg]**

**Target Audience:** The target audience for this training includes Human Resources staff, specifically hiring managers and recruiters for the technical team.

**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.
* Identify appropriate strategies for interviewing potential candidates.

**Seat Time:** The seat time for this training will be approximately 20 minutes, delivered in one session. The recommended delivery method for this training is one engaging, interactive, scenario-based eLearning course with scaffolded interactivity and knowledge checks.

**Outline:**

* **Welcome**
* **Navigation**
* **Objectives**
* **Topic 1: Intro scenario (Preparing for an interview)**
* **Knowledge Check**
* **Topic 2: Scenario (Questions to ask in the Interview)**
* **Knowledge Check**
* **Topic 3: Scenario (Strategies for Interviewing)**
* **Knowledge Check**
* **Assessment**
* **Results**
* **Summary**
* **Congratulations/Conclusion**

**Global comments for developers:**

* Use classic player in Storyline
* all animations are set to default times
* All slides will have a custom top and bottom border using custom color palette with a logo in the top right corner (unless otherwise specified).
* Use custom color scheme for shapes throughout; white font on colored background / black font on white background
* Text in [brackets] should not appear on the slide or be recorded in voiceover (VO)
* If text in a callout is too long to display at once, fade-out/fade-in text and arrange sequentially on timeline; do not use scrolling text in callouts
* Seekbar visible and controllable for learner on all slides and layers; Menu is “free”
* Slide numbers with letters (ex. 1.8a) indicate layers for corresponding slide number
* Slide dimensions are 16:9 ratio with slide size (1280:720)

**Avatars:** Laura, Marcus, Andrew **Custom border & logo**

**Audio:** WellSaid labs [Ava]

**Fonts:** Lobster Two (headlines; bold) & Open Sans (body; bold)

**Color Palette: ** (Apex: Storyline palette)

**Directions:**  Notes for reviewers: please leave all comments/feedback in the notes section below each slide. Highlight in green. Review cycle due by 3/6/23.

**Module Resources/References:**

* <https://hbr.org/1964/01/strategies-of-effective-interviewing>
* <https://www.thehartford.com/business-insurance/strategy/hiring-first-employee/conduct-interviews>
* <https://resources.workable.com/stories-and-insights/how-to-be-good-interviewer>
* <https://www.indeed.com/career-advice/interviewing/how-to-be-a-good-interviewer>
* <https://www.youtube.com/watch?v=WDOQBPYEaNs> (TED talk: How to Interview Almost Anyone)

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| **Slide [1]/ Menu Title: *Welcome*** | | |  |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| No top/bottom border  Background image:  Photographic image two people in business attire shaking hands while sitting in an office setting after an interview (stock image)  Course title set in semitransparent shape overlaying the background image  Custom Start and Navigation buttons | [Slide Title]  **Interview Strategies Training**  [Buttons]  START  NAVIGATION | *[Laura]*  *Welcome to the Interview Strategies Training eLearning course. In this course, you will learn how to prepare for and successfully conduct an interview.*  *If you are familiar with the course navigation player, click the Start button to begin. If you would like some guidance with navigating the course, click the Navigation button.*  *When you’re ready, let's get started.* | The Start and Navigation buttons will fade in timed with the VO reference.  The slides will advance when the buttons are clicked. Next button is hidden. |
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| **Slide [2]/ Menu Title: *[Navigation]*** | | |  |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Player shows Menu on the left.  Background image:  photographic image of person/people looking at paperwork together; centered on slide with rounded and soft edge border effect; white space around image  Businesswoman and businessman shaking hands across the table Business persons shaking hands on a meeting Handshake Stock Photo  Callout shapes with labels point to player features | [Slide Title]  **Navigation**  [Directions]  Use these options to navigate the course  [Callouts]  Next  Previous  Accessibility  Volume  Replay  Seekbar  Play/Pause  Menu  Resources | *Please take a moment to review the course player so you feel comfortable navigating through the course. If you know your way around, you may proceed to the next slide.*  *If you’d like to go backward or forward in the course, click the previous or next buttons. Accessibility options are located here. To adjust the volume, click the volume icon. Click the replay button to see the entire slide again or adjust the seekbar at any time to review a portion of the slide. You can also pause the player. Click the same button again to resume play. Revisit a slide by using the menu on the left. Finally, click the Resources tab to learn more about Privacy by Design. Click the next button now to begin the course.* | Pointing hand icon will travel along a motion path from the center of the image and move to the applicable Player features timed with the VO reference. As the icon reaches the Player feature, the callout shape with the applicable label text will fade in on the slide and remain in place.  Callout shapes with text labels will fade in timed with their reference in the audio. |
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| **Slide [3]/ Menu Title: *[Intro Scenario]*** | | |  |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Background photo is of a colorful, vibrant office setting, covering the entire slide. A smiling Laura appears on the left of the slide, facing the user and waving. Welcome message appears in call out.  Working table Office Stock Photo | [Slide title]  **Scenario 1**  [Laura callout]  Hi! I’m so glad you’re here! I’m just about to observe our recruiter as he interviews a promising candidate for a position we need to fill as soon as possible. I’m hoping to get some tips on effective interviewing. Let’s look in on the interview.  Click next to continue. | [Laura]  *Hi! I’m so glad you’re here! I’m just about to observe our recruiter as he interviews a promising candidate for a position we need to fill as soon as possible. I’m hoping to get some tips on effective interviewing. Let’s look in on the interview*.  *Click next to continue.* | Laura moves along a motion path from left to center, with a raised hand to welcome the learner. After greeting the learner, Laura moves along a motion path across the slide and off the right edge. Avatar changes from waving to outstretched arm in the direction of movement. The background photo fades to black.  Next button is hidden until VO is complete. |
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| **Slide [4]/ Menu Title: *[Intro Scenario]*** | | | **Objective: [1-3]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Background photo is of an office with a desk and chairs for the interviewer and interviewee. Marcus (the recruiter) is facing the candidate, Andrew. Laura is off to the left side, in the bottom corner, facing Marcus and Andrew, but  she is only visible from the waist up and is thoughtfully watching the interview.  doctor's office interior office desk office chair and electric lamp with cityscape background Chair Stock Photo  As Marcus and Andrew converse, callout shapes will remain between them. | [Slide title]  **Scenario 1: The Interview**  [Marcus]  Hi, Andrew! It’s great to meet you! Sorry we got started 15 minutes late…we’re really busy this time of year.  [Andrew]  It’s great to be here. I appreciate you calling me in for this interview.  [Marcus]  I see you’re wearing a college ring—where did you go to school?  [Andrew]  Um, Ohio State University…but you know that from my resume, right?  [Marcus]  Oh, yes, of course! Did you go to any of their football games, though? They have a great team! I really wish I could go to some great college football games.  [Andrew]  Uh, yes, I went to a few. They were fun. Did you want to talk about the position?  [Marcus]  Oh, sure! Okay, um, well, what position were you interested in again?  [Andrew]  The marketing position? The one you contacted me about?  [Marcus]  Oh, right! Well, what skills do you have that would make you a good candidate for this position?  [Andrew]  Well, my resume is fairly detailed. I have a bit of experience and a master’s degree in marketing.  [Marcus]  Right, right. Well, according to my checklist here, you need to have at least 5 years of experience, but it looks like you only have three years.  [Andrew]  I’m confused…I'm not sure why I’d be asked to interview if my resume didn’t meet your needs…  Click next to continue. | *[Marcus]*  *Hi, Andrew! It’s great to meet you! Sorry we got started 15 minutes late…we’re really busy this time of year.*  *[Andrew]*  *It’s great to be here. I appreciate you calling me in for this interview.*  *[Marcus]*  *I see you’re wearing a ring—where did you go to college?*  *[Andrew]*  *Um, Ohio State University…but you know that from my resume, right?*  *[Marcus]*  *Oh, yes, of course! Did you go to any of their football games? They have a great team! I really wish I could go to some great college football games.*  *[Andrew]*  *Uh, yes, I went to a few. They were fun. Did you want to talk about the position?*  *[Marcus]*  *Oh, sure! Okay, um, well, what position were you interested in again?*  *[Andrew]*  *The marketing position? The one you contacted me about?*  *[Marcus]*  *Oh, right! Well, what skills do you have that would make you a good candidate for this position?*  *[Andrew]*  *Well, my resume is fairly detailed. As you can see, I have a bit of experience and a master’s degree in marketing.*  *[Marcus]*  *Right, right. Well, according to my checklist here, you need to have at least 5 years of experience, but it looks like you only have three years.*  *[Andrew]*  *I’m confused…I'm not sure why I’d be asked to interview if my resume didn’t meet your needs…*  *Click next to continue.* | Marcus is facing Andrew, smiling. Andrew faces Marcus and looks a little annoyed but interested in the position and eager to begin the interview.  As the interview progresses, Marcus becomes more flustered, and Andrew becomes more annoyed. The avatars’ changing expressions should fade in and out with the script, reflecting the different facial expressions and body language, as appropriate.  As the last comment on the script ends, all visual images fade to black.  Next button is hidden until VO is complete. |
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| **Slide [5]/ Menu Title: [Learning Objectives]** | | | **Objective: [#]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Background is white.  Laura is on the left, looking right. She looks chagrined. Call-outs appear to her right.  Rectangular shapes with the learning objectives appear in the center of the slide. The shapes should use several complementary colors from the palette in multiple borders and fill colors.  Food for thought question appears at the bottom of the slide. | [Slide title]  **Learning Objectives**  [Laura]  Marcus might have been better prepared for this interview if he knew more effective interviewing strategies. After completing this course, you’ll know how to…  [Learning Objectives]  …identify the steps to prepare for an effective interview.  …select appropriate questions for the position for which you are hiring, and  …identify appropriate strategies for interviewing potential candidates.  There will be three formative knowledge checks and a five-question graded assessment at the end of the course. Let’s get started!  Food for thought: What do you think Marcus could have done more effectively?  Click next to continue. | [*Laura*]  *Marcus might have been better prepared for this interview if he knew more effective interviewing strategies. After completing this course, you’ll know how to…*  *[Learning Objectives]*  *…identify the steps to prepare for an effective interview.*  *…select appropriate questions for the position for which you are hiring, and*  *…determine appropriate strategies for interviewing potential candidates.*  *There will be three formative knowledge checks and a five-question graded assessment at the end of the course. Let’s get started!*  *Food for thought: What do you think Marcus could have done more effectively?*  *Click next to continue.* | Laura fades in on the left.  Callout shapes with text will fade in timed with their reference in the audio.  The question for thought flies in and fades in from the bottom of the slide.  Next button is hidden until VO completes. |
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| **Slide [5.1]/ Menu Title: Topic 1 Scenario** | | | **Objective: [1]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Background is white. Five red bulls-eye icons are bouncing around the slide. The directions are at the top of the slide, just below the border.  Paper cut bull's eye Paper cut illustration of concentric red and white circles forming a bull's eye Sports Target Stock Photo  A purple bucket with a yellow zero on the front is in the bottom right corner of the slide.  colorful green yellow and red gardening metal bucket colorful green yellow and red gardening metal bucket isolated on white Bucket Stock Photo  Congratulatory message in large font appears in the middle of the slide when the game is complete. | [Slide title]  **Steps to Prepare for an Effective Interview**  [Laura] Click on each bouncing bulls-eye icon to see a step to prepare for an effective interview. Collect all the steps to proceed to the next slide!  [Step 1]  Define the job and the skills needed.  [Step 2]  Prepare for your interview. Know what questions you’re going to ask.  [Step 3]  Interviewers should be trained.  [Step 4]  Remember the purpose of the interview.  [Step 5]  All decision-makers should be present at the interview.  [End of game]  Great job! You caught them all! Click next to continue. | *[Laura]*  *Click on each bouncing bulls-eye icon to see a step to prepare for an effective interview. Collect all the steps to proceed to the next slide!*  *Step 1*  *Define the job and the skills needed. You must know exactly what you're looking for. If you don't, then don't start the interviewing process. You're wasting your time and, more importantly, the candidate's time.*  *Step 2*  *Prepare for your interview. Know what questions you are going to ask. Without a list of questions, you'll end up talking about the weather.*  *Step 3*  *People in the interview--including hiring managers--need to be trained. Don't let just anybody perform an interview. Help them to do it properly.*  *Step 4*  *Remember the purpose of the interview. The purpose of the interview is to find and hire a candidate that's capable of doing the job to your satisfaction.*  *Step 5*  *Make sure the candidate meets everybody. The candidate needs to meet the decision makers. Don't make him come back again.*  *[End of game]*  *Great job! You caught them all! Click next to continue.* | The countdown timer numbers fade out as the next number fades in. When the timer reaches 0, it’ disappears and “GO!” appears. GO! disappears after being clicked.  Game-style music plays during the user’s selections of the icons, with a ringing sound each time one is selected. The VO is timed to each icon.  Variable will be used to tally the points when icons are deposited in the bucket.  Bulls-eye icons bounce around the slide. The user must catch and click on each icon. As the icon is selected, it changes color to green and spins to reveal one of the steps on the back. After the VO finishes the step, the icon spins back to the front (but stays green). The icon then zooms to the bottom right corner of the slide and is dropped into the bucket. On the front of the bucket is a glowing score that flashes and increases with each additional icon.  When the user has deposited all the icons in the bucket, “great job!” appears in the middle of the slide, flashing and changing colors as celebratory music plays.  The slide advances automatically when the icons are completed. The next button is hidden. |
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| **Slide [6]/ Menu Title: *[Topic 1 Knowledge Check]*** | | | **Objective: [1]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Background should be a faded stock photo of an interview, which covers the entire slide. Overlying the image, the directions are at the top.    Laura avatar is on the bottom left, from the waist up, gesturing towards the question, which appears at the top of the slide. The callout appears above her head.  In the center of the image, there is a list of steps with a blank checkbox beside each step. All the steps should be checked by the user. | [Slide title]  **Knowledge Check**  [Laura callout]  Can you identify which steps Marcus didn’t follow in preparing for his interview? Place a check next to each step that Marcus didn’t accomplish.  [Buttons]  Submit  [Steps]  Define the job and the skills needed.  Prepare for your interview. Know what questions you’re going to ask.  Interviewers should be trained.  Remember the purpose of the interview.  All decision-makers should be present at the interview.  Click submit when finished. | [*Laura*]  *Can you identify which steps Marcus didn’t follow in preparing for his interview? Place a check next to each step that Marcus didn’t accomplish.*  *Click submit when finished.* | Directions fade in first, timed with the VO reference. Laura avatar fades in with the VO reference.  Question and answers fade in together after the directions VO completes.  When the learner clicks in the blank checkbox it will show a red checkmark.  Next button is hidden and appears after the user clicks submit. |
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| **Slide [6.a]/ Menu Title: Review *[Hide from Menu]*** | | | **Objective: [1]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Laura avatar is on the bottom left, from the waist up, gesturing towards the question, which appears at the top of the slide. The callout appears above her head. Faded stock image is beneath the text.  The steps show through the layer from the base layer, with each box checked. | [Slide Title]  **Review**  [Laura callout]  Okay, let’s take another look at the steps to prepare for an interview. You’ll get it this time! | [*Laura*]  *Okay, let’s take another look at the steps to prepare for an interview. You’ll get it this time!* | The callout text will be displayed on the layer timed with the VO audio.  This layer automatically hides when the timeline ends.  The next button is hidden. |
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| **Slide [6.b]/ Menu Title Review *[Hidden from menu]*** | | | **Objective: [1]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Laura avatar is in the same place as on slide layer 6.a. The callout appears above her head. Faded stock image is beneath the text.  The steps show through the layer from the base layer, with each box checked. | [Slide Title]  **Review**  [Directions]  Select the next button to continue. | [*Laura*]  *Now, let’s learn how to select appropriate interview questions for the position for which a candidate is interviewing.* | The text directions to select the next button will appear toward the end of the timeline.  The Next button will be displayed when the timeline ends on this layer. |
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| **Slide [7]/ Menu Title: Topic 2: Appropriate questions for the Interview** | | | **Objective: [2]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| There are four columns of three cards, each with a question topic on the front. The background is blue; the cards are white.  The directions appear at the top of the slide. | [Slide Title]  **Appropriate Questions for the Interview**  [Directions]  Click each card to see if the question topic is appropriate for an interview.  [Card topics, in random order]   1. Developer 2. Technology 3. Hobbies 4. Company culture 5. Weather 6. Sports 7. Digging deeper into skills 8. Business-related 9. Coding “test” Q 10. “Gotcha” questions 11. Q about other positions 12. Job-related Q | [*Laura*]  *Click each card to see if the question topic is appropriate for an interview.*  *Click next to continue.* | The cards appear when the slide appears.  The directions are timed with the VO reference.  The directions will fade in.  The user will click each card, which will flip over to tell the user if this is a “good” or “bad” question. After each card has been clicked, it will change to gray and will flip back over.  The next button will be hidden until the user flips all the cards. |
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| **Slide [8]/ Menu Title: Knowledge Check** | | | **Objective: [2]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| There are four columns of three cards, each with a question topic on the front. The background is blue; the cards are white.  In the bottom left corner is a green bucket with “yes” on the front. In the bottom right corner is a red bucket with “no” on the front. | [Slide Title]  **Knowledge Check**  [Directions]  Can you tell the difference between appropriate and inappropriate questions for an interview? Drag the cards that are appropriate topics to the “yes” bucket and the cards that are inappropriate topics to the “no” bucket.  [Card topics, in random order]   1. Developer 2. Technology 3. Hobbies 4. Company culture 5. Weather 6. Sports 7. Digging deeper into skills 8. Business-related 9. Coding “test” Q 10. “Gotcha” questions 11. Q about other positions 12. Job-related Q   [Buttons]  submit  Click submit when finished. | [*Laura*]  *Can you tell the difference between appropriate and inappropriate questions for an interview? Drag the cards that are appropriate topics to the “yes” bucket and the cards that are inappropriate topics to the “no” bucket.*  *Click submit when finished.* | This is a drag-and-drop interaction. The user will drag each card to the appropriate bucket until all the cards are correctly sorted. The user will be allowed to sort items into the incorrect bucket.  Each card should be softly pulsing with a glow around it. The glow will disappear when the card is hovered over or selected.  Directions are timed with the VO reference.  Each card will change color when hovered over and when selected, then will disappear into the bucket when dragged. The bucket will flash when an item has been dropped inside.  The next button is hidden until all items have been sorted. |
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| **Slide [8.a]/ Menu Title: Review *[Hide from Menu]*** | | | **Objective: [2]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Laura avatar is on the right, gesturing towards the cards. The callout appears above her head.  The cards show through the layer from the base layer. | [Slide Title]  **Review**  [Laura callout]  Let’s review the types of appropriate questions to ask during the interview one more time. | [*Laura*]  *Let’s review the types of appropriate questions to ask during the interview one more time.* | The callout text will be displayed on the layer timed with the VO audio.  This layer automatically hides when the timeline ends.  The next button is hidden. |
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| **Slide [8.b]/ Menu Title Review *[Hidden from menu]*** | | | **Objective: [2]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Laura avatar is in the same place as on slide layer 8.a. The callout appears above her head.  The cards show through the layer from the base layer. | [Slide Title]  **Review**  [Laura callout]  Lastly, we’ll look at some strategies that can help make interviewing more effective.  [Directions]  Select the next button to continue. | [*Laura*]  *Lastly, we’ll look at some strategies that can help make interviewing more effective.* | The callout text will be displayed on the layer timed with the VO audio.  The text directions to select the next button will appear toward the end of the timeline.  The Next button will be displayed when the timeline ends on this layer. |
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| **Slide [9]/ Menu Title: Topic 3: Determine strategies for interviewing** | | | **Objective: [3]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| The directions appear at the top of the slide.  The accordion should take up the entire slide except for the top border, and will have four tabs. The colors of the tabs should come from the palette and be complementary. These labels will appear on the tabs:   * Purpose of the interview * Timeliness * Communication * No checklists   Each slide will have a different stock photo of people in business attire during an interview or preparing to interview.    a man and a woman sitting at a table with a laptop    two men talking  two men facing each other while shake hands and smiling  Text explaining each strategy will appear on the accordion slide when it opens—the text should overlay the image beneath. | [Slide Title]  **Effective Strategies for Interviewing**  [Directions]  Click each tab to explore the strategies on the slides. Click the red X to close the slide.  [Tabs]   * Purpose of the interview * Timeliness * Communication * No checklists   [Overlay text]  Remember the purpose of the interview. The purpose of the interview is to find and hire a candidate that's capable of doing the job to your satisfaction.  Don't waste a candidate's time. A good candidate has other opportunities besides yours. Get them in, interview them, and get them a decision. It's the right thing to do and the candidate will appreciate the courtesy.  Make sure the candidate meets everybody. The candidate needs to meet the decision makers. Don't make him come back again.  Don't have a checklist. You're not ordering parts to make something. You're interviewing.  Click next to continue. | *[Laura]*  *There are four additional strategies that can make interviews more successful. Click each tab to explore these strategies.*  *[Tab 1]*  *Purpose of the interview*  *[Overlay text]*  *Remember the purpose of the interview. The purpose of the interview is to find and hire a candidate that's capable of doing the job to your satisfaction.*  *[Tab 2]*  *Timeliness*  *[Overlay text]*  *Don't waste a candidate's time. A good candidate has other opportunities besides yours. Get them in, interview them, and get them a decision. It's the right thing to do and the candidate will appreciate the courtesy.*  *[Tab 3]*  *Communication*  *[Overlay text]*  *Make sure the candidate meets everybody. The candidate needs to meet the decision makers. Don't make him come back again.*  *[Tab 4]*  *No checklists*  *[Overlay text]*  *Don't have a checklist. You're not ordering parts to make something. You're interviewing.*  *Click next to continue.* | This is an accordion interaction. Each slide in the accordion will move from left to right when the tab is clicked. The accordion will be “free” (any tab can be clicked in any order). To close each tab, there will be a red X in the top right corner.  The VO is timed with the text.  The next button will be hidden until each tab has been visited. |
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| **Slide [10]/ Menu Title: Knowledge Check** | | | **Objective: [3]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| The directions are at the top of the slide. There is one multiple choice question. The learner gets two attempts to answer the question.  The background is a pale blue. There is an outside border around the question and answers. | [Slide Title]  **Knowledge Check**  [Directions]  Answer the following multiple-choice question about effective interview strategies. Click submit when finished.  [Question]  Which of the following is an effective strategy to use when interviewing?   1. Don’t worry about starting on time or sticking to a time frame. Get back to the candidate at your convenience. 2. Have only the recruiter or hiring manager present for the interview. If others wish to talk to the candidate, schedule another interview. 3. Keep a checklist. Interviewing should be a specific process. 4. **Remember your purpose: to find a candidate that can do the job, not to waste time or “trip up” the candidate. [CORRECT ANSWER]**   [Buttons]  submit | *[Laura]*  *Answer the following multiple-choice question about effective interview strategies. Click submit when finished.*  *[Question]*  *Which of the following is not an effective strategy to use when interviewing?*   1. *Don’t worry about starting on time or sticking to a time frame. Get back to the candidate at your convenience.* 2. *Have only the recruiter or hiring manager present for the interview. If others wish to talk to the candidate, schedule another interview.* 3. *Keep a checklist. Interviewing should be a specific process.* 4. *Remember your purpose: to find a candidate that can do the job, not to waste time or to “trip up” the candidate..* | Directions and question fade in together.  The VO for the directions is timed with the reference.  The next button is hidden. |
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| **Slide [10.a]/ Menu Title: Review *[Hide from Menu]*** | | | **Objective: [3]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Laura avatar is on the left, gesturing towards the question. The callout appears above her head.  The question shows through the layer from the base layer. | [Slide Title]  **Review**  [Laura callout]  Let’s review the types of appropriate questions to ask during the interview one more time. | [*Laura*]  *Let’s look at strategies to improve the interview once again.* | The callout text will be displayed (fade in) on the layer timed with the VO audio.  This layer automatically hides when the timeline ends.  The next button is hidden. |
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| **Slide [10.b]/ Menu Title Review *[Hidden from menu]*** | | | **Objective: [3]** |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Laura avatar is in the same place as on slide layer 10.a. The callout appears above her head.  The question shows through the layer from the base layer. | [Slide Title]  **Review**  [Laura callout]  *Now, let’s see what you’ve learned.*  [Directions]  Select the next button to continue. | [*Laura*]  *Now, let’s see what you’ve learned.* | The callout text will be displayed on the layer (fade in) timed with the VO audio.  The text directions to select the next button will appear toward the end of the timeline.  The Next button will be displayed when the timeline ends on this layer. |

| **Slide [11]/ Menu Title: Assessment** | | |  |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| This slide does not have the standard top/bottom border. Rather, the Summary title is placed at the very top left of the slide and the rest of the slide is framed with all assets set within the frame.  Laura avatar will appear on the left of the slide gesturing to the right. A callout shape displaying her VO text will display to her right.    The Summary Points will appear on the right half of the slide, to the right of Jodie avatar and callout, so she is facing the summary points.  The summary text will appear in the same styled rectangle as the learning objectives. The rectangle should use multiple palette colors, same as with LO.  A button with the same formatting as the Review and Continue buttons in the KC will appear below the Summary Points. | [Slide Title]  **Assessment**  [Laura callout]  It’s time for your assessment. You’ll answer 5 questions. You must earn 80% to pass. Here’s a summary of what you learned…  [Summary Points]  it’s important to prepare for an effective interview. Recruiters and hiring managers should remember the purpose of the interview and select appropriate questions for the position for which they are hiring.  Recruiters should also remember to follow appropriate strategies while in the interview.  [button]  Take the Quiz | *[Laura]*  *It’s time for your assessment. You’ll answer 5 questions. You must earn 80% to pass. Here’s a summary of what you learned: it’s important to prepare for an effective interview. Recruiters and hiring managers should remember the purpose of the interview and select appropriate questions for the position for which they are hiring.*  *Recruiters should also remember to follow appropriate strategies while in the interview.*  *[Laura]*  *[2] When you’re ready, click on the “take the quiz” button.* | This slide has an entrance Fade transition of 1.25 seconds.  The Take the Quiz Button fades in timed with the VO  The Next button is hidden on this slide  When the learner clicks the Take the Quiz button, advance to Slide 1.17 |

| **Slide [12]/ Menu Title: [All assessment slide titles should be hidden from the Menu]** | | |  |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| All 5 assessment question slides should have the same layout and formatting  This slide does not have the standard top/bottom border. Rather, the Assessment title is placed at the very top left of the slide. The rest of the slide displays a color from the palette as a background.  Laura avatar is shown on the right side of the screen facing to the left, as if to indicate that she is observing the learner as he is taking the quiz. Her expression is encouraging.  The directions appear on the top of the slide to the left of the title bar  The question text appears larger than the multiple choice answer options, which are displayed below the question and to the left of Marcus avatar.  Submit button appears on the bottom right. | [Slide Title]  **Assessment**  [Directions]  Select the Best answer choice and click Submit.  [Question]  Once a recruiter has decided to interview a candidate, how should he prepare for the interview?  [Answer Choices]  1. He should have a general idea of the skills needed for the position but should be flexible about what questions he plans to ask.  **2. He should specifically define the job and the skills needed so he knows exactly what questions to ask. [CORRECT ANSWER]**  3. He should call in some of his co-workers to help him interview the candidate, even if they haven’t been trained in interviewing strategies.  [Buttons]  Submit | *[Laura]*  *Help our recruiter prepare for an effective interview. Select the best answer choice and click the submit button when you are finished.*  *Once a recruiter has decided to interview a candidate, how should he prepare for the interview?* | Directions fade in, timed with the reference.  Score by question with 1 attempt for each quiz question as the learner progresses through the quiz. They will be able to Retake the entire quiz at the end if they do not pass.  Results slide 17; graded quiz slide – multiple choice.  When learner clicks Submit, submit multiple choice and advance to next slide.  The learner should not get *immediate* feedback with Correct or Incorrect feedback layers. They should answer all of the questions sequentially FIRST in the graded assessment, then receive their score on the Results page.  If they do not pass, they can come back and review the quiz. |

| **Slide [12.a]** | | |  |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Custom Review layers 12.a, 13.a, 14.a, 15.a, 16.a.  Bar using color from palette shows to the left of the title with slide text inside. Base layer showing assessment question is visible with the correct answer indicated. | [Slide Title]  **Review**  [Feedback]  Remember “Define the job and skills” and “Know what questions to ask” |  | Learner can click Next to advance through the review feedback. |

| **Slide [13]/ Menu Title: [hidden from Menu]** | | |  |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Same visual layout for Slides 12, 13, 14, 15, 16 | [Slide Title]  **Assessment**  [Directions]  Select the Best answer choice and click Submit.  [Question]  Which answer choice best describes the kinds of questions our recruiter or hiring manager should ask potential candidates for the job?  [Answer Choices]  1. He should ask them difficult, tricky questions to show how much more he knows about the job than the candidate knows.  2. He should give the candidate an online coding test to find out if he knows exactly what he’s doing for the job skill set.  **3. He should ask questions that relate specifically to the job skills of the position for which he’s interviewing the candidate. [CORRECT ANSWER]** | *[Laura]*  *Which answer choice best describes the kinds of questions our recruiter or hiring manager should ask potential candidates for the job?* | Same settings for Slides 12, 13, 14, 15, 16 |

| **Slide [13.a]** | | |  |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Same visual layout for Slides 12, 13, 14, 15, 16 | [Slide Title]  **Review**  [Feedback]  Remember “Define the job and skills” and “Know what questions to ask” |  | Same direction for Slides 12.a, 13.a, 14.a, 15.a, 16.a. |

| **Slide [14]/ Menu Title: [hidden from Menu]** | | |  |
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| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Same visual layout for Slides 12, 13, 14, 15, 16 | [Slide Title]  **Assessment**  [Directions]  Select the Best answer choice and click Submit.  [Question]  True or False: Our recruiter or hiring manager should spend about fifteen minutes getting to know the candidate by asking him questions about his favorite hobbies and sports teams, and by discussing the weather.  [Answer Choices]  1. True  **2. False [CORRECT ANSWER]** | *[Laura]*  *True or False: Our recruiter or hiring manager should spend about fifteen minutes getting to know the candidate by asking him questions about his favorite hobbies and sports teams, and by discussing the weather.* | Same settings for Slides 12, 13, 14, 15, 16 |

| **Slide [14.a]** | | |  |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Same visual layout for Slides 12, 13, 14, 15, 16 | [Slide Title]  **Review**  [Feedback]  Remember “Define the job and skills” and “Know what questions to ask” |  | Same direction for Slides 12.a, 13.a, 14.a, 15.a, 16.a. |

| **Slide [15]/ Menu Title: [hidden from Menu]** | | |  |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Same visual layout for Slides 12, 13, 14, 15, 16 | [Slide Title]  **Assessment**  [Directions]  Select the Best answer choice and click Submit.  [Question]  True or False: Our recruiter or hiring manager should be willing to improvise and dig deeper to learn even more about the candidate’s skills. The list of questions is just a guide.  [Answer Choices]   1. **True [CORRECT ANSWER]**   2. False | *[Laura]*  *True or False: Our recruiter or hiring manager should be willing to improvise and dig deeper to learn even more about the candidate’s skills. The list of questions is just a guide.* | Same settings for Slides 12, 13, 14, 15, 16 |

| **Slide [15.a]** | | |  |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Same visual layout for Slides 12, 13, 14, 15, 16 | [Slide Title]  **Review**  [Feedback]  Remember “Don’t keep a checklist” and “Remember your purpose” |  | Same direction for Slides 12.a, 13.a, 14.a, 15.a, 16.a. |

| **Slide [16]/ Menu Title: [hidden from Menu]** | | |  |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Same visual layout for Slides 12, 13, 14, 15, 16 | [Slide Title]  **Assessment**  [Directions]  Select the Best answer choice and click Submit.  [Question]  Which of the following is an effective strategy when interviewing a candidate?  [Answer Choices]  1. Calling a candidate back in for another interview because all the decision-makers weren’t present at the first interview.  **2. Respecting a candidate’s time by starting the interview promptly, staying on topic, and following up in a reasonable period of time. [CORRECT ANSWER]**  3. Asking the candidate questions about a position he isn’t interviewing for, or about his hobbies, sports, or the weather. | *[Laura]*  *Which of the following is an effective strategy when interviewing a candidate?*  *Select the BEST answer choice and click Submit.* | Same settings for Slides 12, 13, 14, 15, 16 |

| **Slide [16.a]** | | |  |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Same visual layout for Slides 12, 13, 14, 15, 16 | [Slide Title]  **Review**  [Feedback]  Remember “Purpose of the Interview” and “All decision-makers should be present” |  | Same direction for Slides 12.a, 13.a, 14.a, 15.a, 16.a. |

| **Slide [17]/ Menu Title: Results [hide from Menu]** | | |  |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Color from palette shows as background on slide | [Slide Title]  **Results**  Your Score: **XX**%  Passing Score: **YY**% | *[Narration only on layers]* | Use a Result side to show Success layer 17.a when timeline starts if results are equal to or greater than the passing score.  Show Failure layer 17.b when timeline starts if results are less than passing score.  Base layer will be visible (show through) from Success or Failure slide layers.  Results variable reference shows the percent score only. Do not show the points variable reference.  Built in graded quiz variable reference displays learner score where **XX** appears on slide  80% to pass shown where **YY** appears on slide |

| **Slide [17.a]** | | |  |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Laura avatar appears with a happy expression.  Green checkmark next to slide text | Congratulations, you passed.  [button]  **Continue** | *[Laura]*  *Thank you for taking the quiz. Congratulations! You passed. You can review your results by clicking on the review quiz button. If you are satisfied with your results and ready to move on, please click on the continue button.* | Review button: shows correct/incorrect response when reviewing  Continue button: jumps to Slide 18 |

| **Slide [17.b]** | | |  |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Laura avatar appears, looking disappointed/concerned.  Red “X” next to slide text | You did not pass.  [buttons]  **Retake Quiz**  **Review Quiz** | *[Laura]*  *Thank you for taking the quiz. Unfortunately, you did not pass. You can review your results by clicking on the review quiz button. When you are ready to try again, please click on the retake quiz button.* | Retake button: resets results slide and jumps to Slide 17  Review button: shows correct/incorrect response when reviewing  After the learner clicks the Review button and flips through each slide to review answers, the feedback that shows will be customized using the Review layer.  VO is timed with the reference. |

| **Slide [18]/ Menu Title: Congratulations** | | |  |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| This slide has a similar design as the Welcome slide. No top/bottom border  Background image: stock image of people in business attire, shaking hands and smiling to indicate success.    Course title set in semitransparent shape overlaying the background image.  Custom CLOSE button | [Slide Title]  **Congratulations!**  You completed the course.  [Directions]  Select CLOSE to exit.  [button]  CLOSE | *[Laura]*  *Congratulations on completing the Interview Strategies Training course. Now you have the knowledge you need to conduct effective interviews AND to hire the most qualified candidates. You and your employees will be happier and more effective. You may click the close button to exit the course.* | Exit course when user clicks the CLOSE button |