

Interview Training for Client X
Design Document

| | |
|--------------------------------|--|
| <i>Business Purpose</i> | Client X needs to recruit and hire 2000 new technical team members for this year. The goal is for the quality and quantity of new hires to increase by 15% by the end of the quarter and for retention rate of new hires to increase by 10%. Interviewers will be equipped with actionable steps in preparing and conducting interviews for new employees at Client X. |
| <i>Target Audience</i> | This training is for all HR interviewers and hiring managers. Training will highlight benefit of having interviewers with both a firm grasp of technical aspects and workplace culture. |
| <i>Training Time</i> | 20-minute eLearning course |
| <i>Training Recommendation</i> | Training recommendation is for an eLearning course developed in Storyline. Recruiters distributed all over the U.S. can participate in the training at their local office. Training will be interactive and have knowledge checks to maintain engagement and learning outcomes. |
| <i>Deliverables</i> | <ul style="list-style-type: none">● 1 storyboard outline the eLearning course including script.● 1 e-Learning module<ul style="list-style-type: none">▪ Developed in Articulate Storyline▪ Includes voice-over narration.● Knowledge checks and Assessment● 1 job aid (pdf format) to review course highlights to be used as quick reference for interview preparation |
| <i>Learning Objectives</i> | on completion of this course, interviewers will be able to: <ul style="list-style-type: none">● Define job purpose and skills needed for the position.● List effective preparation steps for an interview.● Identify strategies for conducting a successful interview. |
| <i>Training Outline</i> | Introduction <ul style="list-style-type: none">● Welcome● Navigation● Learning Objectives Topic One: Defining the Purpose and Skills <ul style="list-style-type: none">● Define purpose of the interview<ul style="list-style-type: none">○ Ascertain whether or not candidate is able to do the job satisfactorily● Know the wants and needs |

Design Document

| | |
|------------------------|--|
| | <ul style="list-style-type: none">o Define the jobo Technologies and business skills neededo Team culture and dynamics● Knowledge Check <p>Topic Two: Effective Preparation Steps</p> <ul style="list-style-type: none">● Determine the major topics for your interview.● Asking questions relevant to the specific job● Value of interviewer knowledge and improvisation● Importance of questions related to business and culture.● Knowledge Check <p>Topic Three: Strategies for Conducting an Interview</p> <ul style="list-style-type: none">● Timeliness (before, during, and post interview)● Value of having decision makers present at interviews.● Having questions not a checklist● Knowledge Check <p>Summary</p> <p>Assessment</p> <ul style="list-style-type: none">● 5 question quiz● Results <p>Conclusion</p> |
| <i>Assessment Plan</i> | <p>At the end of the course, participants will take a 5-question, multiple choice quiz with an expectation of scoring 80% or higher for passing. The learner will have unlimited attempts to pass the quiz. Assessment questions will target the learning objectives; 1 or 2 questions for each of the learning objectives.</p> |