

Interview Training for HR Interviewers and Hiring Managers at Hilpert-Bosco

Target Audience:

This training is for all HR interviewers and hiring managers at Hilpert-Bosco. Training will highlight benefit of having interviewers with both a firm grasp of technical aspects and workplace culture.

Learning Objectives:

1. Define job purpose and skills needed for the position.
2. List effective preparation steps for an interview.
3. Identify strategies for conducting a successful interview.

Learning Level: Knowledge

Seat Time: 20 minutes

Outline:

- Welcome
- Navigation
- Learning Objectives
- Defining the Purpose and Skills
- Knowledge Check
- Effective Preparation Steps
- Knowledge Check
- Strategies for Conducting an Interview
- Knowledge Check
- Summary
- Assessment
- Conclusion



Font:

Helvetica (body)

Helvetica Bold (headings and titles)

Color Palette:

Use company branding colors and logos



Additional Resources: pdf job aid attached in the Resources section as reference after course; accessible at any time during course

Notes for Reviewers:

Please pay special attention to the sections for “slide text” and “narration.” This is the true content of the course. Spelling is important in the “slide text” section as this is how it will appear in print on the slides. Please make note of any changes to be made, questions, or other comments in the note sections of the individual slides.

Slide 1.1 / Menu Title: Welcome

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Short, orange vertical line on left of slide.</p> <p>Transparent shape with welcome text.</p> <p>Short video welcome from Hilpert-Bosco CEO centered in slide.</p> <p>Custom buttons: NAVIGATION BEGIN COURSE</p>	<p>[Slide Title] Welcome</p> <p>[text box] Welcome to Interview Training for HR Interviews and Hiring Managers at Hilpert-Bosco</p> <p>[buttons] NAVIGATION BEGIN COURSE</p>	<p>[Female Narrator]</p> <p>If you need guidance on how to navigate the course please select the “NAVIGATION” button.</p> <p>When you are ready to start the course select “BEGIN COURSE.”</p>	<p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Text box fades in with narration and then fades out before video plays.</p> <p>Video plays–need video file from HR department: Welcome video from CEO will play on start thanking employees from being a part of Hilpert-Bosco and a valuable member of the hiring process of the company.</p> <p>Hide Player Navigation. Custom buttons float in from bottom in sync with audio after video plays. NAVIGATION links to slide 1.2 BEGIN COURSE links to slide 1.3</p>

Notes:


Slide 1.2 / Menu Title: Navigation			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Short, orange vertical line on left of slide.</p> <p>Transparent shape with labeled text. Small orange arrows point to player tools.</p> <p>Custom buttons: BEGIN COURSE</p>	<p>[Slide Title] Navigation</p> <p>[labels with orange arrows]Next Previous Volume Replay Seekbar Play/Pause Menu Resources</p> <p>[button] BEGIN COURSE</p>	<p>[Female Narrator] Use these tools to navigate throughout the course.</p> <p>Select the next or previous button if you'd like to go backwards or forwards. You can select the replay button to see the entire slide again or use the seekbar to view a portion of the slide. You can pause the player at any time and select the same button to resume play. Adjust the volume icon here. Revisit a slide by using the menu on the left. Be sure and check out the printable resource in the resources section. You can also access this at any time during the course for your reference.</p> <p>When you are ready, select “begin course.”</p>	<p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Labels for players and arrows fade in and out with narration.</p> <p>Arrow for seekbar will move back and forth across seekbar section.</p> <p>Bounce arrow to point at resources option.</p> <p>BEGIN COURSE button fades in with audio.</p>
Notes:			


Slide 1.3 / Menu Title: Learning Objectives			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Short, orange vertical line on left of slide.</p>	<p>[Slide Title] Learning Objectives</p> <p>[3 separate shapes]</p>	<p>[Male Voice: Brian] Hello! My name is Brian. I will be your guide today for our training.</p>	<p>Vertical line and slide title meet float in to meet each other along top left of slide.</p>

<p>Colored rectangles fit branding colors and contain text.</p> <p>Brian avatar on left of slide gesturing welcomingly and towards text shapes.</p>	<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. 	<p>On completion of this course, you will be able to:</p> <p>Define job purpose and skills needed for the position.</p> <p>List effective preparation steps for an interview.</p> <p>Identify strategies for conducting a successful interview.</p>	<p>Text shapes will fade in with audio and stay until end of slide.</p> <p>Hide next button until end of timeline.</p> <p>Jump to slide 2.1 when user selects next</p>
Notes:			



Slide 2.1 / Menu Title: Defining the Purpose and Skills			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Short, orange vertical line on left of slide.</p> <p>Brian on left of slide with text shape.</p>	<p>[Slide Title] Define the Purpose of the Interview</p> <p>[text box] The purpose of the interview is to find and hire a candidate that's capable of doing the job satisfactorily.</p>	<p>[Brian] It is important to remember why you are conducting an interview. The interview is to ascertain whether or not a candidate is able to do the job satisfactorily. It is not a time for the interviewers to flex their skills nor a time for the candidate to feel incompetent.</p>	<p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Text shapes will fade in with audio and stay until end of slide.</p> <p>Hide next button until end of timeline.</p>
Notes:			

Slide 2.2 / Menu Title: Defining the Purpose and Skills			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:


<p>Short, orange vertical line on left of slide.</p> <p>[shape with directions]</p> <p>Icons for each layer such as:</p> 	<p>[Slide Title] Know Your Wants and Needs</p> <p>[directions] Select each icon to learn more.</p>	<p>[Female Narrator] Select each icon to learn more about knowing your wants and needs before interviewing.</p>	<p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Each icon will show the different layers. Layers can be shown in any order the learner selects.</p> <p>Hide the next button until all layers have been viewed.</p> <p>Icons will change state to viewed after layer completes and color will change so learner knows they have completed that step.</p>
Notes:			

Slide 2.2a / Menu Title: Defining the Purpose and Skills			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
 <p>large on left of slide</p>	<p>[Slide Title] Know Your Wants and Needs</p> <p>[subtitle] Define the Job</p> <p>[text shapes] Know what you are looking for.</p>	<p>[Brian] Before you start the interview process you must know exactly what you are looking for. You will need to explicitly define the job and the skills needed. Let's look a little deeper at what details can help us define the role.</p>	<p>Hide base layer objects except vertical line and slide title.</p> <p>Icon will fade in with subtitle and then text</p>

<p>Rectangular shapes for subtitle and text in middle of slide.</p> <p>Custom RETURN button.</p>	<p>Explicitly define the job and skills needed.</p>		<p>shapes along with timed audio.</p> <p>After audio has completed custom RETURN button will appear in bottom right of screen. RETURN button will send learner back to base layer. State of layer to viewed when audio completes.</p>
Notes:			

Slide 2.2b / Menu Title: Defining the Purpose and Skills			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
 large on left of slide <p>Rectangular shapes for subtitle and text in middle of slide.</p> <p>Custom RETURN button.</p>	<p>[Slide Title] Know Your Wants and Needs</p> <p>[subtitle] Technologies and Business Skills Needed</p> <p>[text shapes] No Checklists</p> <p>Education and Prior Experiences</p>	<p>[Brian] Think about technologies involved as well as business skills needed to perform the job satisfactorily. Remember that you don't need to have a checklist but you do want to think about skills needed to complete the day to day tasks. You are hiring a person not ordering a robot. Think about education and prior experiences that would be beneficial to the role. What skill sets are a must for the</p>	<p>Hide base layer objects except vertical line and slide title.</p> <p>Icon will fade in with subtitle and then text shapes along with timed audio.</p> <p>Checklist graph appears with  crossing it out in sync with audio.</p>

Checklist graphic	Which skill sets are a must?	position? These are the things you will want to inquire about during the interview.	Text boxes and graphics fade in with timed audio and stay until end of layer timeline. After audio has completed custom RETURN button will appear in bottom right of screen. RETURN button will send learner back to base layer. State of layer to viewed when audio completes.
Notes:			

Slide 2.2c / Menu Title: Defining the Purpose and Skills			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
 large on left of slide Rectangular shapes for subtitle and text in middle of slide. Custom RETURN button.	<p>[Slide Title] Know Your Wants and Needs</p> <p>[subtitle] Team Culture and Dynamics</p> <p>[text shapes] Have all stakeholders present. Ask scenario based questions.</p>	<p>[Brian] It is also important to discuss team culture and dynamics with your team and candidate. Stakeholders should be present at the interview to be able to meet the candidate and for the candidate to meet the current team. Asking scenario based questions can help the candidate share how they would respond in different situations with co-workers and clients.</p>	<p>Hide base layer objects except vertical line and slide title.</p> <p>Icon will fade in with subtitle and then text shapes along with timed audio.</p> <p>After audio has completed custom RETURN button will</p>

			<p>appear in bottom right of screen.</p> <p>RETURN button will send learner back to base layer.</p> <p>State of layer to viewed when audio completes.</p>
--	--	--	---

Slide 2.3 / Menu Title: Knowledge Check			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Short, orange vertical line on left of slide.</p> <p>Freeform drag and drop containers–clipboards with papers with labels</p> <p>Rectangle shape text boxes with good/poor interview practices to be sorted.</p>	<p>[Slide Title] Knowledge Check</p> <p>[clipboard labels] Good Interview Practices Poor Interview Practices</p> <p>[text boxes: good] *Remember why you are interviewing your candidate. *Meet with the full team to understand personalities and culture. *Define the skills and role of the ideal candidate.</p> <p>[text boxes: poor] *Interviewers should try and one up each other with their own skills during the interview. *Focus only on skills needed based on the previous team</p>	<p>[Female Narrator] Let's do a quick knowledge check of what you have learned about defining job purpose and skills.</p> <p>Sort the interview practices listed below and select submit.</p>	<p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Freeform Drag and drop sorting objects interaction. Text boxes will disappear when dropped into correct section; will bounce back out when placed incorrectly.</p> <p>Textboxes will change state to selected when chosen and change color.</p> <p>Text box for answers sorted correctly fades in</p>

	member.		<p>over objects at correct completion of sorting.</p> <p>Narration begins with slide and comes in again times with text box for results.</p> <p>Submit button is hidden until end of slide and sorting.</p>
Notes:			

Slide 2.3a / Menu Title: Knowledge Check			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>This is the “answer correct” layer.</p> <p>Hide submit directions text from base layer.</p> <p>Brian on right looking excited with callout to left.</p> <p>Custom CONTINUE button.</p>	<p>[Title] Knowledge Check</p> <p>[callout] Well done! You have sorted the interview practices correctly.</p> <p>[custom button] CONTINUE</p>	<p>[Brian] That's right! You have sorted the interview practices correctly.</p>	<p>Hide Submit button on this layer.</p> <p>Jump to slide 3.1 when user clicks custom CONTINUE button</p> <p>Text and buttons appear in time with VO</p>
Notes:			

Slide 2.3b / Menu Title: Knowledge Check			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>This is the “answer incorrect” layer.</p> <p>Hide submit directions text from base layer.</p> <p>Brian on right looking confused or sad with callout to left.</p> <p>Custom CONTINUE button.</p>	<p>[Title] Knowledge Check</p> <p>[callout] Your answer is incorrect.</p> <p>[custom button] CONTINUE</p>	<p>[Brian Callout] Your answer is incorrect. Good interview practices include:</p> <ul style="list-style-type: none"> *Remembering why you are interviewing your candidate. *Meeting with the full team to understand personalities and culture. *Defining the skills and role of the ideal candidate. 	<p>Hide Submit button on this layer.</p> <p>Jump to slide 3.1 when user clicks custom CONTINUE button</p> <p>Text and buttons appear in time with VO</p>
Notes:			

Slide 3.1 / Menu Title: Effective Preparation Strategies			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Short, orange vertical line on left of slide.</p> <p>Brian enters on right of slide with callout to the left.</p>	<p>[Slide Title] Determine the Topics</p> <p>[callout] Determine major topics to discuss.</p> <p>Then for each topic you will determine specific questions.</p>	<p>[Brian] Determine the major topics you will need to discuss during the interview.</p> <p>For example, if you are interviewing a .NET/C# developer you may have topics about OO Concepts, Design Patterns, .NET Framework, C#, ASP.NET MVC, SQL Server, Entity Framework, ADO.NET, WCF, Web API, and the like.</p> <p>Then for each topic determine specific, relevant questions connected to the job.</p>	<p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Brian enters on right of slide. Callout fades in timed with audio.</p> <p>Hide next button until end of timeline.</p>
Notes:			

Slide 3.2 / Menu Title: Effective Preparation Strategies			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Short, orange vertical line on left of slide.</p> <p>Brian on left of slide. Callout to the right.</p> <p>Rectangular shapes for directions and other text.</p>	<p>[Slide Title] Asking Relevant Questions</p> <p>[callout] Ask questions that are important to the job.</p> <p>[text shapes] Determine questions before the interview.</p> <p>Be strategic in the questions you ask.</p> <p>Use interview time wisely.</p> <p>Choose questions that allow the candidate to elaborate on their skill set in relation to the job they will do.</p>	<p>[Brian] Make sure the questions you are asking are important to the job. Asking off the wall questions or questions which you know the candidate can't answer is not a good use of time.</p> <p>[Female Narrator] Determine which questions to ask in order to be confident that the candidate knows the content. Pick your questions carefully to fully utilize the interview time allotted. For example, if you ask a candidate a SQL Server question such as, "What is the purpose of a Left Outer Join?" and they answer it quickly and correctly, then you don't need to ask them about inner joins because if they know about outer joins they would most likely know inner joins. By picking the right questions, you eliminate a lot of others which saves you and the candidate time.</p>	<p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Brian enters on left of slide and callout fades in time with the audio. Then callout fades out and Brian exits on left of slide.</p> <p>Text shapes will fade in time with the audio and stay until end of slide timeline.</p> <p>Hide next button until end of timeline.</p>
Notes:			

Slide 3.3 / Menu Title: Effective Preparation Strategies			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Short, orange vertical line on left of slide.</p> <p>Brian on right of slide with callouts to the left.</p>	<p>[Slide Title] The Value of the Interviewer</p> <p>[callouts] Not just anyone should be an interviewer. You are representing our company. Focus on asking the right questions and listening to their responses.</p>	<p>Not just anyone should perform the interview. Interviewers need to be trained and do it properly. As an interviewer you are representing Hilpert-Bosco as a company. Just because you are brilliant at your job does not make you qualified to interview. Focus on being prepared with how to ask the right questions and listen to the candidate's answers.</p> <p>A good interviewer will be able to "go off script" based on answers and dig a little deeper into a candidate's skill set.</p>	<p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Callouts will fade in and out timed with audio.</p>
--	--	--	---

Notes:

Slide 3.4 / Menu Title: Knowledge Check			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Short, orange vertical line on left of slide.</p> <p>Question larger and in bold.</p> <p>Photograph representing questioning vertical on right of slide.</p> <p>Question to the left of image.</p>	<p>[Slide Title] Knowledge Check</p> <p>[question] The types of questions you ask during an interview is important.</p> <p>[true/false] TRUE FALSE</p> <p>[directions] Choose your answer and select submit.</p>	<p>[Female Narrator] Let's do a quick knowledge check of what you have learned about effective preparation steps.</p> <p>The types of questions you ask during an interview is important.</p> <p>True or False</p> <p>Choose your answer and select submit.</p>	<p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Set state of Submit button to normal when timeline ends.</p> <p>Text appears in time with audio.</p>

Notes:

Slide 3.4a / Menu Title: Knowledge Check			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Brian on right of slide looking giving a thumbs up gesture. Callout to left of Brian. CONTINUE button at bottom under callout	[Title] Knowledge Check [callout] That's right!	[Brian] That's right! The types of questions you ask during an interview is important.	Jump to slide 4.1 when user clicks continue button.
Notes:			

Slide 3.4b / Menu Title: Knowledge Check			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Brian on right of slide looking to left. Callout to left of Brian. CONTINUE button at bottom under callout	[Title] Knowledge Check [callout] Your selection is incorrect.	[Brian] The types of questions you ask during an interview is important.	Jump to slide 4.1 when user clicks CONTINUE button
Notes:			

Slide 4.1 / Menu Title: Effective Strategies for Conducting the Interview	Objective: 3
---	--------------

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Short, orange vertical line on left of slide.</p> <p>Text shape with directions at top center of slide.</p> <p>3 accordion tabs lined on left hand of slide; each in own color and with different clock face</p>	<p>[Slide Title] Timeliness</p> <p>[directions] Select each tab to learn more.</p> <p>[tabs] Before the Interview During the Interview After the Interview</p>	<p>[Female Narrator] Select each tab to learn about using time wisely through the interview process.</p>	<p>Show 4.1a when timeline begins.</p> <p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Show each layer when clicking corresponding tab.</p> <p>Hide next button until all tabs/layers have been viewed.</p>
Notes:			

Slide 4.1a / Menu Title: Effective Strategies for Conducting the Interview			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Short, orange vertical line on left of slide.</p> <p>Brian on left of slide with callout to the right.</p>	<p>[Slide Title] Timeliness</p>	<p>[Brian] Time is of the essence as you are going through the interview process.</p>	<p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Show 4.1a when timeline begins. When timeline ends on 4.1a show base layer for 4.1</p>
Notes:			

Slide 4.1b / Menu Title: Effective Strategies for Conducting the Interview			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Hide avatars, callout, directions from the base layer.</p> <p>Tab for before moves to far right of slide Middle of the screen shows shape with information text shown on top.</p>	<p>[Slide Title] Timeliness</p> <p>[text on before tab] *Ensure all people in the interview are trained. *Know the questions you will ask.</p> <p>*Schedule stakeholders to be present.</p> <p>*Schedule interviews promptly.</p>	<p>[Female Narrator] Before the Interview: *Ensure that all people in the interview, including hiring managers, are trained. Not just anyone should be performing the interview. Everyone needs to be informed so the interview can be conducted properly. *Know which questions you will ask. Make sure you have a list of the questions. *Schedule the interview at a time when stakeholders are present. Don't make someone come back again. The candidate needs to meet the decision makers. If hiring someone is important to you, then get the interview scheduled at the earliest possible time.</p>	<p>Hide other layers</p> <p>Show this layer when the user clicks the before tab. Text will fade in and out with audio so space is not overwhelmed.</p> <p>Set the state of tab on the base layer to viewed when the timeline ends on this slide. Tab will also change color.</p>
Notes:			

Slide 4.1c / Menu Title: Effective Strategies for Conducting the Interview			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Hide avatars, callout, directions from the base layer.</p> <p>Tab for during moves to far right of slide</p>	<p>[Slide Title] Timeliness</p> <p>[text on during tab] *Stay on task.</p> <p>*Respect everyone's time.</p>	<p>[Female Narrator] During the Interview: Stay on task. Make sure you are being respectful of everyone's time. Follow the list of questions prepared and if multiple people will be interviewing, have a system in place for asking the different questions. Remember</p>	<p>Hide other layers</p> <p>Show this layer when the user clicks the during tab. Text will fade in and out with audio so space is not overwhelmed.</p>

Middle of the screen shows shape with information text shown on top.		you are not robots following a script but you should not end up talking about the weather or off topic during the interview.	Set the state of tab on the base layer to viewed when the timeline ends on this slide. Tab will also change color.
Notes:			

Slide 4.1d / Menu Title: Effective Strategies for Conducting the Interview			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Hide avatars, callout, directions from the base layer.</p> <p>Tab for after moves to far right of slide</p> <p>Middle of the screen shows shape with information text shown on top.</p>	<p>[Slide Title] Timeliness</p> <p>[text on after tab] *Make decisions quickly.</p> <p>*Communicate decisions with candidates in a timely manner.</p>	<p>[Female Narrator] After the Interview: Make a decision quickly. Remember if you like the candidate it is likely other companies are interested as well. After making a decision with our company team, reach out to candidates to secure their contract as a priority. Let candidates that are not being offered the job aware of the decision. Honor each other's times.</p>	<p>Hide other layers</p> <p>Show this layer when the user clicks the after tab. Text will fade in and out with audio so space is not overwhelmed.</p> <p>Set the state of tab on the base layer to viewed when the timeline ends on this slide. Tab will also change color.</p>
Notes:			

Slide 4.2 / Menu Title: Effective Strategies for Conducting the Interview			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Short, orange vertical line on left of slide.</p> <p>Brian on right of slide with text shapes to left of slide.</p>	<p>[Slide Title] Have Decision Makers Present</p> <p>[text shapes] Plan for the candidate to meet the decision makers at the interview. Don't make them come back later to meet individuals.</p>	<p>[Brian] Make sure the candidate meets everyone they need to during the interview. Candidates should not have to have multiple interviews or wait for another face-to-face meeting. Chances are high that if you like a candidate that another company does too. We want to show qualified candidates we value their time and make decisions proficiently.</p>	<p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Text shape fades in and text is timed with audio.</p> <p>Next button is hidden until end of audio.</p>
Notes:			

Slide 4.3 / Menu Title: Effective Strategies for Conducting the Interview			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Short, orange vertical line on left of slide.</p> <p>Brian on left of slide pointing to large whiteboard with bullets show as text.</p>	<p>[Slide Title] Questions vs. Checklist</p> <p>[bullet points for whiteboard] *Look for qualities that bring value to the position. *Look for someone who will be able to learn and adjust as changes arise.</p>	<p>[Brian] An interview is not like ordering parts for a car. You want to make sure you have questions that bring value to the interview. Quality questions will assess the knowledge and skills of the candidate and allow them to elaborate to give specifics. We are not wanting a checklist but a whole person who is a problem solver and thinker. You need a smart person who can also learn what's needed to do the job when software or frameworks change.</p>	<p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Next button hidden until end of timeline.</p> <p>Bullet points appear on whiteboard in time with audio.</p>
Notes:			

Slide 4.4 / Menu Title: Knowledge Check			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Short, orange vertical line on left of slide.</p> <p>Free-form pick many question.</p> <p>Rectangle shapes with text.</p>	<p>[Slide Title] Knowledge Check</p> <p>[directions] Which practices are best done before an interview is conducted. Choose all that apply and select submit.</p> <p>[each practice in separate shape; bold are correct responses] *Schedule the interview when all stakeholders can be present. *Plan purposeful questions. *Schedule interviews promptly. *Notify candidates of decisions quickly. *Follow the list of prepared questions. *Plan a staff retreat.</p>	<p>[Female Narrator] Let's do a quick knowledge check of what you have learned about strategies for conducting a successful interview. Which practices are best done before an interview is conducted. Choose all that apply and select submit.</p>	<p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Change state of chosen responses and change color of object so learner can see which ones are chosen.</p> <p>Submit button hidden until end of timeline.</p>
Notes:			

Slide 4.4a / Menu Title: Knowledge Check			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Hide base layer objects except border	[title] Knowledge Check	[Brian] You did not select all of the best practices for before an interview correctly.	Callout, text shapes, and CONTINUE button fades in with VO.
Brian looks disappointed on right of slide.	[shapes with text] Best practices for before an interview include:		CONTINUE button jumps to slide 5.1
Rectangular shapes with text.	*Schedule the interview when all stakeholders can be present.		Next button hidden.
CONTINUE button bottom of screen	*Plan purposeful questions. *Schedule interviews promptly.		
Notes:			

Slide 4.4b / Menu Title: Knowledge Check			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Hide base layer objects except border	[title] Knowledge Check	[Brian] That's right! You chose all the best practices for before an interview correctly.	Callout text and CONTINUE button fades in with VO.
Brian looks excited on right of slide.	[callout] That's right!		CONTINUE button jumps to slide 5.1
Callout to left			Next button hidden.
CONTINUE button bottom of screen			
Notes:			

Slide 5.1 / Menu Title: Summary
--

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Similar to 1.3 Learning Objectives.</p> <p>Short, orange vertical line on left of slide.</p> <p>Colored rectangles fit branding colors and contain text.</p>	<p>[Slide Title] Summary</p> <p>[3 separate shapes]</p> <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. 	<p>[Brian]</p> <p>You have explored information about defining job purposes and skills needed for job positions. You are able to list effective preparation steps for interviews. And you can identify strategies for conducting a successful interview. These skills make you a valuable member of the interview team here at Hilpert-Bosco.</p>	<p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Shapes fade in with audio and stay until the end of the timeline.</p> <p>Next button is hidden until the end of the timeline.</p>

Notes:

Slide 6.1 / Menu Title: Quiz (hide from menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: photo image of office</p> <p>Short, orange vertical line on left of slide.</p> <p>Transparent shape appears with quiz specifications.</p> <p>Custom TAKE QUIZ button on bottom right of slide</p>	<p>[Slide Title] Quiz</p> <p>[text box] *5 multiple choice questions *score of 80% or higher to pass Goodluck!</p>	<p>[Female Narrator] You will now take a quiz to demonstrate your knowledge of the interview process.</p> <p>There are 5 multiple choice questions.</p> <p>You must score an 80% or higher to pass this module. That is at least 4 of the 5 questions correct.</p> <p>When you are ready to begin, select the "Take Quiz" button.</p>	<p>Learner will have as many attempts as necessary to pass quiz.</p> <p>Vertical line and slide title meet float in to meet each other along top left of slide.</p> <p>Shape floats in from bottom with quiz specifications timed with audio.</p>

			<p>TAKE QUIZ button floats from bottom at bottom, right corner.</p> <p>Next button is hidden on this slide.</p> <p>Take Quiz button jumps to next slide to begin questions.</p>
Notes:			

Slide 6.2 / Menu Title: Quiz (hide from menu)			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: photo image of conference table and chairs.</p> <p>Short, orange vertical line on left of slide to highlight title and question.</p> <p>Question, answer choices, and directions in separate transparent shapes.</p> <p>Custom SUBMIT button.</p>	<p>[Slide Title] Quiz Question 1</p> <p>[multiple choice question] What is the purpose of an interview?</p> <p>[answer choices; correct answer in bold] *The interview is meant to make the candidate feel smart about themselves. *The interview is meant to ascertain whether or not a candidate is able to do the job satisfactorily.</p> <p>*The interview is meant to ask the candidate increasingly difficult questions to show the ability of the interviewer.</p>	<p>[Female Narrator] What is the purpose of an interview? Select the best answer and select submit.</p>	<p>Vertical line and slide title/question float in to meet each other along top left of slide.</p> <p>Quiz question floats in from bottom followed by answer choices.</p> <p>Directions appear in bottom right corner next to submit button.</p> <p>SUBMIT button floats from bottom at bottom, right corner.</p> <p>Attempts set to 1; answers set to shuffle</p>

	[directions] Select your answer and then submit.		
Notes:			

Slide 6.3 / Menu Title: Quiz (hide from menu)			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: photo image of people discussing in business setting</p> <p>Short, orange vertical line on left of slide to highlight title and question.</p> <p>Question, answer choices, and directions in separate transparent shapes.</p> <p>Custom SUBMIT button.</p>	<p>[Slide Title] Quiz Question 2</p> <p>[multiple choice question] Which is best practice for questions to ask in the interview?</p> <p>[answer choices; correct answer in bold] *Use the same list questions for all company interviews. *A list of preliminary questions should be used and also ask casual conversation questions thought of on the spot. *List questions before the interview so interviewers can be part of deciding which questions are important and needed.</p> <p>[directions] Select your answer and then</p>	<p>[Female Narrator] Which is the best practice for questions to ask in the interview? Select the best answer and select submit.</p>	<p>Vertical line and slide title/question float in to meet each other along top left of slide.</p> <p>Quiz question floats in from bottom followed by answer choices.</p> <p>Directions appear in bottom right corner next to submit button.</p> <p>SUBMIT button floats from bottom at bottom, right corner.</p> <p>Attempts set to 1; answers set to shuffle</p>

	submit.		
Notes:			

Slide 6.4 / Menu Title: Quiz (hide from menu)			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: photo of person blurred</p> <p>Short, orange vertical line on left of slide to highlight title and question.</p> <p>Question, answer choices, and directions in separate transparent shapes.</p> <p>Custom SUBMIT button.</p>	<p>[Slide Title] Quiz Question 3</p> <p>[multiple choice question] Select important aspects of knowing what you want and need in a candidate:</p> <p>[answer choices; correct answer in bold] *list technologies involved *discuss team culture *list business skills *discuss family relations</p> <p>[directions] Select your answer and then submit.</p>	<p>[Female Narrator] Select the important aspects of knowing what you want and need in a candidate. Choose all the answers that apply and select submit.</p>	<p>Vertical line and slide title/question float in to meet each other along top left of slide.</p> <p>Quiz question floats in from bottom followed by answer choices.</p> <p>Directions appear in bottom right corner next to submit button.</p> <p>SUBMIT button floats from bottom at bottom, right corner.</p> <p>Attempts set to 1; answers set to shuffle</p>
Notes:			

Slide 6.5 / Menu Title: Quiz (hide from menu)			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Background: photo image of group of people around conference table</p> <p>Short, orange vertical line on left of slide to highlight title and question.</p> <p>Question, answer choices, and directions in separate transparent shapes.</p> <p>Custom SUBMIT button.</p>	<p>[Slide Title] Quiz Question 4</p> <p>[multiple choice question] Which individuals should be present during the interview?</p> <p>[answer choices; correct answer in bold] *candidate *hiring managers *decision makers *anyone from the team *trained team members</p> <p>[directions] Select your answer and then submit.</p>	<p>[Female Narrator] Which individuals should be present during the interview? Choose all the answers that apply and select submit.</p>	<p>Vertical line and slide title/question float in to meet each other along top left of slide.</p> <p>Quiz question floats in from bottom followed by answer choices.</p> <p>Directions appear in bottom right corner next to submit button.</p> <p>SUBMIT button floats from bottom at bottom, right corner.</p> <p>Attempts set to 1; answers set to shuffle</p>
Notes:			

Slide 6.6 / Menu Title: Quiz (hide from menu)			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: photo image of calendar</p> <p>Short, orange vertical line on left of slide to highlight title and question.</p>	<p>[Slide Title] Quiz Question 5</p> <p>[multiple choice question] When should the interview be scheduled?</p> <p>[answer choices; correct answer in bold]</p>	<p>[Female Narrator] When should the interview be scheduled? Select the best answer and select submit.</p>	<p>Vertical line and slide title/question float in to meet each other along top left of slide.</p> <p>Quiz question floats in from bottom followed by answer choices.</p>

<p>Question, answer choices, and directions in separate transparent shapes.</p> <p>Custom SUBMIT button.</p>	<p>*Interviews should occur at the beginning or end of the business day.</p> <p>*Interviews should be scheduled during HR lunch breaks.</p> <p>*Interviews should be scheduled as soon as possible to show value towards all participants' time.</p> <p>[directions] Select your answer and then submit.</p>		<p>Directions appear in bottom right corner next to submit button.</p> <p>SUBMIT button floats from bottom at bottom, right corner.</p> <p>Attempts set to 1; answers set to shuffle</p>
Notes:			

Slide 6.7 / Menu Title: Results (hide from menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: photo image of office</p> <p>Short, orange vertical line on left of slide to highlight title</p> <p>Transparent shape fills most of slide.</p> <p>Score/passing score listed on top/bottom of variable score %.</p>	<p>[Slide Title] Quiz Results</p> <p>[text in transparent shape] YOUR SCORE PASSING SCORE: 80%</p>		<p>Vertical line and slide title float in to meet each other along top left of slide.</p> <p>Previous and Next buttons hidden on this slide.</p> <p>Submit results to quiz when timeline starts</p>

			<p>Show layer 6.7a (success) when quiz points \geq 80%</p> <p>Show layer 6.7b (failure) $<$ 80%</p>
Notes:			

Slide 6.7a / Menu Title: Results (hide from menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Show base layer.</p> <p>(This layer will show when learner passes quiz.)</p> <p>Image: animated gif celebration between text and variable score</p> <p>Custom button: FINISH COURSE</p>	<p>[text] Well done! You passed.</p> <p>[Variable % will show score in dk green in middle of shape space.]</p>	<p>[Brian] Congratulations! You have passed the hiring interview training quiz. When you are ready select “finish course.”</p>	<p>Previous and Next buttons hidden on this slide.</p> <p>FINISH COURSE floats in from bottom and jumps to slide 7.1</p>
Notes:			

Slide 6.7b / Menu Title: Results (hide from menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Show base layer.</p> <p>(This layer will show when learner does not pass quiz.)</p> <p>Image: animated gif for try again</p> <p>Animated orange arrow pointing to menu at left</p> <p>Custom button: RETAKE QUIZ</p>	<p>[text] Sorry, you did not pass.</p> <p>[Variable % will show score in dk orange in middle of shape space.]</p>	<p>[Brian] I'm sorry. You did not meet the required score to pass this quiz. You can review interview best practices by using the menu to navigate at the left. When you are ready select "RETAKE QUIZ."</p>	<p>Previous and Next buttons hidden on this slide.</p> <p>RETAKE QUIZ button resets results to quiz and jumps to slide 6.2</p> <p>Animated arrow will float in and glide up and down pointing to menu timed with audio.</p> <p>RETAKE QUIZ floats in from bottom.</p>
Notes:			

Slide 7.1 / Menu Title: Conclusion			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: blurry photo of business team members smiling</p> <p>Short, orange vertical line on left of slide to highlight title</p> <p>Transparent shape for text</p>	<p>[Slide Title] Conclusion</p> <p>[text box] You have completed Interview Training for Hilpert-Bosco.</p>	<p>[Female Narrator] Thank you for completing Interview Training for Hilpert-Bosco. We know that your firm knowledge of preparation and interview skills will benefit our company's current and future team members.</p> <p>Don't forget to print out the reference tool for quick reference for your next interview preparation! It is located here in the resources section.</p>	<p>Vertical line and slide title float in to meet each other along top left of slide.</p> <p>Arrow will float in and point to resources time with audio.</p> <p>END COURSE floats in from bottom.</p>

Orange arrow similar to
arrow on slide 6.7b to
point to resources.

Custom END COURSE
button

When you are finished select “end course.”

Notes: