

## 4 Strategies for Hiring Candidates

<i>Business Purpose</i>	<p>Innovative Builders LLC is a company that has been in business for the last 35 years. Currently they have hit their first million dollars in revenue from web-based products. Innovative Builders is planning to rapidly expand and open 10 more factory sites throughout the world.</p> <p>Innovative Builders LLC is a business that recruits and hires thousands of members for their technical team each year.</p> <p>Innovative Builders LLC needs new training materials to improve their interviewing skills to successfully retain high quality candidates.</p> <p>With additional training, the hiring managers would see an 88% improvement in quality and quantity of professional candidates.</p> <p>Innovative Builders LLC would like to complete the interview cycle for each new hire, in less than 10 days to show candidates that they are a top priority.</p>
<i>Target Audience</i>	<p>This training will be for the interview team. This team will consist of Hiring managers, HR Interviewers, and Recruiters who conduct company interviews. This will be a required training for all new hires in these positions.</p>
<i>Training Time</i>	<p>20 Minutes</p>
<i>Training Recommendation</i>	<ul style="list-style-type: none"> <li>• 1 eLearning course</li> <li>• Employees have different schedules and work at different times of day, by using an eLearning course all employees can be trained in a reasonable amount of time.</li> <li>• Course will have a storyline “4 Interviewer Skills for Hiring Candidates”</li> <li>• This course will arrange a 4 step timeline of the interview process.</li> <li>• Branded company Logo, documents, Job Aids, Infographics</li> <li>• This course will have a variety of interactions and practice activities.</li> <li>• The Avatars will provide tips and assistance through out.</li> <li>• Knowledge check and final evaluation</li> </ul>
<i>Deliverables</i>	<ul style="list-style-type: none"> <li>• 1 eLearning course</li> <li>• Developed in Articulate Storyline</li> <li>• Included voice-over narration</li> <li>• Included 3 mini scenarios</li> <li>• Company Logo, Job Aids, Infographics</li> <li>• 3 Application screencast videos developed in Camtasia</li> <li>• Includes 2 Avatars</li> <li>• Knowledge Check and final Assessment</li> </ul>

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<i>Learning Objectives</i>	<p>Arrange the 4 step timeline of the interview process</p> <p>Identify the 4 interview strategies</p>
<i>Training Outline</i>	<p>Introduction</p> <p>Welcome</p> <p>Navigation</p> <p>Learning Objectives</p> <p>Scene 1: Workplace scenario</p> <p style="padding-left: 40px;">In this slide 3 avatars will be discussing the need to hire an employee for a role. They are stressed out by the disorganization of the resources, staff, and large candidate pile. They must hire ASAP. There are 3 avatars (hiring manager, recruiter, and HR interviewer)</p> <p>Scene 2: 4 step timeline with branching scenarios</p> <ul style="list-style-type: none"> <li>○ HR defines the job skills and duties</li> <li>○ Recruiters screen out interview pool of applicants</li> <li>○ Hiring manager interviews potential candidates</li> <li>○ All three give new hire a tour, introductions, and answers questions from candidate</li> </ul> <p>Practice Activities: Drag and drop sequential sentence order</p> <p>Workplace scenario</p> <p style="padding-left: 40px;">In this slide 3 avatars will be discussing the way the timeline would help them get the best candidates by moving quickly through the process.</p> <p>Knowledge Check- true/false and multiple choice</p> <p>Scene 3: 7 interview strategies (Accordion with 7 layers)</p> <ul style="list-style-type: none"> <li>○ Timeliness</li> <li>○ Defining the Job</li> <li>○ Prep the Interview</li> <li>○ Introductions and Tour</li> </ul> <p>Practice Activities: matching</p> <p>Workplace Scenario</p> <p style="padding-left: 40px;">In this slide 3 avatars will be discussing the way the 4 strategies would help them moving quickly through the process, allowing them to interview more candidates and fill position successfully.</p> <p>Summary- show job aids, Slider with videos</p> <p>Intro to Quiz</p> <p>Assessment</p> <p>Congratulations</p>

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<i>Assessment Plan</i>	<p>Employees will need to score 80% or higher on a graded quiz to pass the eLearning model assessment (of 5 multiple choice questions). The learner will have 2 attempts.</p> <p>Employees will practice a knowledge check and practice activities. Pre/post-training surveys of employee rating their abilities will be conducted.</p>
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