

# [4 Interviewing Skills for Hiring Candidates]

## Target Audience:

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.

## Learning Objectives:

- Arrange the 4 step timeline of the interview process
- Identify the 4 interview strategies

## Seat Time: 20 minutes

## Outline:

- Course Intro / Navigation / Objectives
- Workplace Scenario
- 4 Step Timeline
- Practice Activities
- Workplace Scenario
- Knowledge Check
- 4 Strategies for Interviewing
- Practice Activities
- Workplace Scenario
- Summary
- Into to Quiz
- Assessment
- Congratulations

**Font:** Calibri (Bold, headings)

Constantia (body)

## Avatars:

- Wendy (HR interviewer)
- Linda (Hiring Manager)
- Darla (Recruiter)



## Color Palette:

## Custom Borders, Titles, and Logo:



## Global Comments:

- All slides will have a custom top and left side border using custom color palette with a logo in the top left corner that signals the idea of interviewing.
- Use Classic player in Storyline.
- Title bar (and applicable directions/subtitle bar) set on the custom top border, centered left.
- Use custom color scheme for shapes throughout, white or black font on colored background. Black font on white background.
- Text in [brackets] should not appear on the slide or be recorded in voice over (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.
- Seek bar visible and controllable for learner on all slide layers. Menu is "free".
- Slide numbers with letters (ex. 1.8a) indicate layers for corresponding slide number.
- Slide dimensions are 16:9 ratio with a slide size (1280:720)

## Module Resources/References:

Job Aid, Logo, Infographic

Slide [1.0] Menu Title: <i>[Introduction]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top and right border Custom Branding Logo appears on the top right corner.</p>  <p>Background image: Photographic image of a workplace.</p> <p>Course title is in bold on top background image.</p> 	<p>[Slide Title]</p> <p><b>4 Strategies for Hiring Candidates</b></p>	<p><i>[Narrator]</i> <i>[1]</i> Welcome to 4 Strategies for Hiring Candidates</p>	<p>Text will fly in from the bottom timed with the VO</p> <p>Jump to slide 1.2 when the Learner clicks Next</p>

Slide [1.1] Menu Title: <i>[Welcome]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>Background image: Photographic image of a workplace.</p> <p>Course title on top of background image.</p> <p>Custom Start and Navigation</p>	<p>[Slide Title]</p> <p><b>Welcome</b></p> <p>[Slide Text]</p> <p><b>4 Strategies for Hiring Candidates</b></p> <p>[Buttons]</p> <p><b>Navigation</b></p>	<p><i>[Narrator]</i> <i>[1]</i> Welcome to the 4 Strategies for Hiring Candidates eLearning Course.</p> <p>In this course, you will learn about the 4 Strategies for Interviewing and completing the 4 step Interview Process.</p> <p>If you are familiar with the course navigation player, click the start button</p>	<p>The welcome text will fade in from the bottom.</p> <p>The Start and Navigation buttons will fade in timed with the VO reference.</p> <p>When the audio says "you can click the button to learn how to navigate the course" the navigation button will appear. This button will take the learner to slide 1.2 When the audio says "when you are</p>

buttons	<b>Start</b>	to begin. If you would like some guidance with navigating the course, click the Navigation button. When you are ready, let's get started.	ready", the start button will appear. The Button will take the learner to slide 1.3
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<b>Slide [1.2]</b>			
<b>Menu Title: [Navigation]</b>			
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<p>Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>Background image: Photographic image of a workplace.</p>	<p>[Slide Title]</p> <p><b>Navigating the Course</b></p> <p>[Slide Text]</p> <p><b>During this course you will be moving through the slides.</b></p> <p><b>Let's look at the buttons that you will be using.</b></p> <p>[Callouts]</p> <p><b>Seek bar</b></p> <p><b>Previous/Next</b></p> <p><b>Menu</b></p> <p><b>Accessibility</b></p> <p><b>Play/Pause</b></p> <p><b>Volume</b></p> <p><b>Replay</b></p> <p><b>Resources</b></p> <p><b>Click next to continue</b></p>	<p>[Narrator]</p> <p>[1] During this course you will be moving through the slides. Let's look at the buttons that you will be using.</p> <p>The Seek Bar will allow the learner to see where they are in each slide. The seek bar will be at the bottom of each slide.</p> <p>The Previous and Next buttons will allow you to move forward and backwards through the slides.</p> <p>The Menu will appear on the left-hand side of the slide. The menu will allow the learner to see where you are in the course. The Menu will also allow you to move forward or backwards on slides by clicking on them.</p> <p>Accessibility options are located here.</p> <p>Play Pause button allows you to pause the slide or resume play.</p> <p>The Volume button will allow you to raise or lower the audio sound to a level that is comfortable for you.</p> <p>Click the Replay button to see the entire slide again.</p>	<p>First text box will fade in from the bottom and stay for 4 seconds.</p> <p>Second text box will appear.</p> <p>Callout arrows with text labels will fade in timed with their reference in the audio.</p> <p>Each Arrow will have a motion path that starts at the top of the slide and ends at the player button. Menu- motion path is horizontal. Resources- the motion path is diagonal starting at the bottom left corner of the slide and moving to the top right corner.</p> <p>At the end of the audio, the click next to continue button will appear.</p> <p>Jump to slide 1.3 when the Learner clicks Next</p>

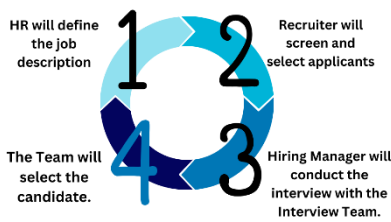
		Click the Resources tab to learn more about Reducing Stress.	
		The Submit button will be used in the quiz. This button will allow you to advance to the next slide.	

Slide [1.3]		Menu Title: [Workplace Scenario 1]	Objective: [#1 +#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>Background image: Photographic image of a workplace.</p> <p>The slide begins with a workplace. 3 people are walking in. Wendy (HR interviewer) enters from the right and faces the learner, while Linda (Hiring Manager) enters from the left and faces Wendy. Darla (Recruiter) is already standing in the room.</p> <p>Callout shapes track Wendy, Linda, and Darla's callout conversation on the screen.</p> <p>As Wendy and Linda converse, the callout shape will remain between them. Wendy's avatar has 2 poses: thinking and upset/hands up in the air. Linda's avatar changes from thinking to upset after her second callout shape. Darla's avatar has 1 pose: Listening</p>	<p>[Slide Title]</p> <p><b>Workplace Scenario</b></p> <p>[Slide Text]</p> <p>[Wendy callout]</p> <p><b>Hi Darla, How is your day going? Did you find some good applicants for the job opening we have?</b></p> <p>[Darla callout]</p> <p><b>No, I don't know what the job description is, or what skills and duties this position entails.</b></p> <p>[Wendy callout]</p> <p><b>Linda, can you help us here? What do you need the candidate to be able to do to work on your team?</b></p> <p>[Linda callout]</p> <p><b>ANYTHING!! We needed to fill this position last week!</b></p> <p>[Wendy callout]</p> <p><b>Well, I can't just hire anybody. We need the right person for the</b></p>	<p>[Wendy]</p> <p>[1]. Hi Darla, How is your day going? Did you find some good applicants for the job opening we have?</p> <p>[Darla]</p> <p>[2]. No, I don't know what the job description is, or what skills and duties this position entails.</p> <p>[Wendy]</p> <p>[3]. Linda, can you help us here? What do you need the candidate to be able to do to work on your team?</p> <p>[Linda]</p> <p>[4]. ANYTHING!! We needed to fill this position last week!</p> <p>[Wendy]</p> <p>[5]. Well, I can't just hire anybody. We need the right person for the job. We need a timeline to interview and hire candidates more effectively than this.</p>	<p>The callout text will be displayed on the slide timed with the VO audio.</p> <p>Slide begins with Wendy moving along a motion path from the right. Linda is moving along a motion path from the left. And Darla is already in the room.</p> <p>Callout shapes track their conversation, with slide text fading in and out timed with the VO.</p> <p>The Next button will appear at the end of the timeline.</p> <p>Jump to slide 1.4 when the Learner clicks Next</p>

and thinking.	<b>job. We need a timeline to interview and hire candidates more effectively than this.</b>		
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Slide [1.4]	Menu Title: [Learning Objectives]	Objective: [#1 +#2]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>Background image: Photographic image of a workplace.</p>	<p>[Slide Title]</p> <p><b>Learning Objectives</b></p> <p>[Slide Text]</p> <p><b>By the time you finish this course, you will be able to:</b></p> <ul style="list-style-type: none"> <li>• <b>Create a timeline of the interview process.</b></li> <li>• <b>Identify the 4 strategies of a successful interview.</b></li> </ul> <p><b>Click Next to continue</b></p>	<p>[Narrator]</p> <p>Hiring the right person is critical to a company’s success. Having a timeline for the interview process makes the hiring the right candidate faster and more efficient.</p> <p>By the time you finish this course, you will be able to:</p> <p>Create a timeline of the interview process.</p> <p>And identify the 4 strategies of a successful interview.</p> <p>Click Next to continue</p>	<p>Text box 1 flies in from the left and lands at the top of the slide centered “By the time you finish the course”.</p> <p>This text box 1 will disappear before the next text box fades in from the left and lands on the right/center of the slide.</p> <p>Learning Objectives text will fade in and out timed with the VO.</p> <p>Click Next to continue will appear at the end of the timeline.</p> <p>Jump to slide 2.1 when the Learner clicks Next</p>

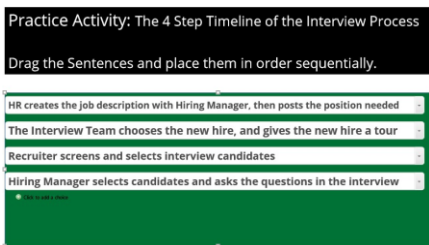
Slide [2.1]	Menu Title: [4 Step Timeline]	Objective: [#1]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top and right border Custom Branding Logo appears on the top righthand corner.</p> <p>Background image: Photographic image of a workplace.</p> <p>This slide will have 4 layers</p>	<p>[Slide Title]</p> <p><b>4 Step Timeline of the Interview Process</b></p> <p>[Slide Text]</p> <p>4 Step Timeline of the Interview Process</p> <p><b>1. HR will define the job.</b></p>	<p>[Narrator]</p> <p>[1]. Innovative Builders has streamlined the interview process to make it more efficient and effective when hiring new employees. In this infographic you will be able to see the role that each person plays in this process.</p> <p>4 Step Timeline of the Interview</p>	<p>Text will fly in timed with the VO.</p> <p>Next Button is hidden on this slide until the learner has visited each layer.</p> <p>The learner will click on the Numbers on the Infographic to learn more about each step.</p> <p>Learners will choose a Number to learn</p>

<p>Infographic of the timeline process will be on the slide and will also be resources.</p> <p style="text-align: center;"><b>4 Step Timeline of the Interview Process</b></p> 	<ol style="list-style-type: none"> <li><b>2. The Recruiter will use the job description to screen and select candidates that meet the job criteria.</b></li> <li><b>3. The Hiring Manager will conduct the interviews with the rest of the interview team.</b></li> <li><b>4. The Interview Team will select the new hire, give the tour, and make the introductions.</b></li> </ol>	<p>Process</p> <ol style="list-style-type: none"> <li>1. HR will define the job. HR will create the job description with the skills needs, and duties the candidate will need to perform.</li> <li>2. The Recruiter will use the job description to screen and select candidates that meet the job criteria.</li> <li>3. The Hiring Manager will conduct the interviews and ask technical questions to determine who the best candidate is.</li> <li>4. The Interview Team will select the new hire, give the tour, and make the introductions.</li> </ol>	<p>more. After each Number is selected it will turn grey to indicate a Visited state.</p> <p>The learner can choose the Numbers in any order but needs to visit all four. The audio on the base layer will only play once.</p> <p>When all Numbers are Visited, the Click here to continue will appear.</p> <p>After the learner chooses a Number, the learner will be taken to a new layer.</p> <p>Make number or section of circle grow bigger when user clicks (use a zoom region).</p> <p>Jump to slide 2.2 when the Learner clicks Next</p>
<p><b>Layer 1:</b> Custom top and right border Infographic is smaller in the upper left-hand corner.</p> <p>Background image: Photographic image of a workplace.</p> <p>Wendy's avatar (the Hiring Manager) will be speaking and smiling. She will be close to the learner at 2/3rds body size.</p>	<p>[Slide title] <b>Human Resources Interviewer Defines the Job Description</b></p> <p>[Slide Text]</p> <p>[Wendy callout] <b>HR will define the job.</b></p> <ul style="list-style-type: none"> <li>• <b>HR will meet with the Hiring Manager</b></li> <li>• <b>List of Qualifications will be created</b></li> <li>• <b>Hiring Manager will post the job.</b></li> </ul>	<p>[Wendy]</p> <p>[1]. This is the first step in the interview process. In this step, Human Resources will meet with the hiring manager to define the job and prepare a job description with all the necessary skills and duties the candidate will need for the position. Then the HR Interviewer will create the job posting for the company.</p>	<p>When the learner clicks the 1 on the Infographic a hotspot will take the learner to Layer 1.</p> <p>Bullets fade in with audio</p> <p>When the timeline ends on this layer, the layer is hidden and returns to the base layer.</p>
<p><b>Layer 2:</b> Custom top and right border Infographic is smaller in the upper left-hand corner.</p>	<p>[Slide title] <b>Recruiter screens and selects the candidates</b></p>	<p>[Darla]</p> <p>[2]. This is the second step in the interview timeline. In this step, it will be the responsibility of the Recruiter to</p>	<p>When the learner clicks the 2 on the Infographic a hotspot will take the learner to Layer 2.</p>

<p>Background image: Photographic image of a workplace.</p> <p>Darla's avatar (the Recruiter) will be speaking and smiling. She will be close to the learner at 2/3rds body size.</p>	<p>[Slide Text]</p> <p>[Darla callout]</p> <p><b>The Recruiter will use the job description to screen and select candidates that meet the job criteria.</b></p> <ul style="list-style-type: none"> <li>• <b>Recruiter selects qualified applicants</b></li> <li>• <b>Recruiter screens applicants by phone</b></li> <li>• <b>Recruiter schedules interviews with the Hiring Manager</b></li> </ul>	<p>select applications and screen each candidate. The recruiter will then notify the Hiring Manger to schedule interviews with the qualified applicants.</p>	<p>Bullets fade in with audio</p> <p>When the timeline ends on this layer, the layer is hidden and returns to the base layer.</p>
<p><b>Layer 3:</b> Custom top and right border Infographic is smaller in the upper left-hand corner.</p> <p>Background image: Photographic image of a workplace.</p> <p>Linda's avatar will be speaking and smiling. She will be close to the learner at 2/3rds body size.</p>	<p>[Slide title]</p> <p><b>Hiring Manager conducts the interviews</b></p> <p>[Slide Text]</p> <p>[Linda callout]</p> <p><b>The Hiring Manager will conduct the interviews with the rest of the interview team.</b></p> <ul style="list-style-type: none"> <li>• <b>Interview team conducts interview</b></li> <li>• <b>Team discusses and selects qualified candidate</b></li> <li>• <b>Candidate offer made with 24-48 hours</b></li> </ul>	<p>[Linda]</p> <p>[3]. This is the third step in the interview timeline. In this step, it is the role of the Hiring Manager and Interview Team to conduct interviews from the pool of qualified applicants that the recruiter has already identified. The Team will then select the candidate who they feel would best fit the position. An offer will be made within 24-48 hours.</p>	<p>When the learner clicks the 3 on the Infographic a hotspot will take the learner to Layer 3.</p> <p>Bullets fade in with audio</p> <p>When the timeline ends on this layer, the layer is hidden and returns to the base layer.</p>
<p><b>Layer 4:</b> Custom top and right border Infographic is smaller in the upper left-hand corner.</p>	<p>[Slide Title]</p> <p><b>Interview Team together</b></p> <p>[Slide Text]</p> <p><b>The Interview Team will select the new hire, give the tour, and</b></p>	<p>[Narrator]</p> <p>[4]. The fourth and final step of the process is making our new employees feel welcome by inviting them for a tour. Human Resources, the recruiter, and the hiring manager will all come</p>	<p>When the learner clicks the 4 the Infographic a hotspot will take the learner to Layer 4.</p> <p>Bullets fade in with audio</p>



<p>Background image: Photographic image of a workplace.</p> <p>All 3 avatars will be speaking and smiling. They will be close to the learner at 2/3rds body size.</p>	<p><b>make the introductions.</b></p> <ul style="list-style-type: none"> <li>• <b>New employee visit scheduled</b></li> <li>• <b>Tour hosted by Interview team</b></li> <li>• <b>Additional staff introduced at this time</b></li> </ul>	<p>together to give the tour and introduce the new hires to our staff. The Team will also any questions to make the new hire feel valued.</p>	<p>When the timeline ends on this layer, the layer is hidden and returns to the base layer.</p>
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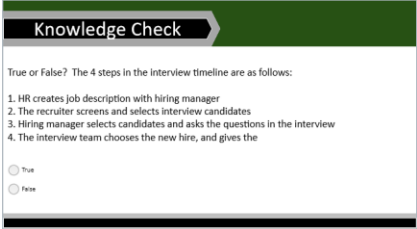
<b>Slide [2.2]</b>			
<b>Visual / Display:</b>	<b>Menu Title: [Practice Activities]</b>	<b>Objective: [#1]</b>	
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<p>Custom top and right border Custom Branding Logo appears on the top right corner.</p> 	<p>[Slide Title] <b>Practice Activities</b></p> <p>[Slide Text] <b>The 4 Step Timeline of the Interview Process</b></p> <p><b>Drag the Sentence and place them in order sequentially.</b></p> <ul style="list-style-type: none"> <li>• <b>HR creates the job description with the Hiring Manager, then posts the position needed.</b></li> <li>• <b>The Interview Team chooses the new hire and gives the new hire a tour.</b></li> <li>• <b>The Recruiter screens and selects interview candidates.</b></li> <li>• <b>Hiring Manger selects candidates and asks the</b></li> </ul>	<p>[Narrator] [1]. The 4 Step Timeline of the Interview Process</p> <p>Drag the Sentence and place them in order sequentially.</p>	<p>When the timeline starts the VO will play.</p> <p>The learner will not be able to start this activity until the audio has finished.</p> <p>The Learner will drag each sentence to put the activity in the correct order.</p> <p>The Learner will be given unlimited attempts.</p> <p>Then click the submit button. Jump to slide 2.3 when the Learner clicks Next</p>



	<p><b>questions in the interview.</b></p> <p><b>Click submit to continue</b></p>		
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Slide [2.3]	Menu Title: <i>[Workplace Scenario 2]</i>	Objective: [#1]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>Background image: Photographic image of a workplace.</p> <p>The slide begins with a workplace. 3 people are walking in.</p> <p>Wendy (HR interviewer) enters from the right and faces the learner, while Linda (Hiring Manager) enters from the left and faces Wendy. Darla (Recruiter) is already standing in the room.</p> <p>Callout shapes track Wendy, Linda, and Darla's callout conversation on the screen.</p> <p>As Wendy and Linda converse, the callout shape will remain between them. Wendy's avatar has 2 poses: thinking and smiling.</p> <p>Linda's avatar changes from thinking to happy after her second callout shape.</p>	<p>[Slide Title] <b>Workplace Scenario 2</b></p> <p>[Slide Text]</p> <p>[Wendy callout] <b>Ladies, what do you think of this timeline? Would this help our company be more efficient?</b></p> <p>[Darla callout] <b>Oh, my YES! This would help me so much to have the job description clearly labeled BEFORE I look through ALL of the applicants.</b></p> <p>[Wendy callout] <b>Linda, You know all of the technical side of the job. Would you be willing to ask the questions during the interview?</b></p> <p>[Linda callout] <b>Of course, I would love to fill the positions as fast as possible. I think this timeline would help us speed the process up.</b></p> <p>[Wendy callout]</p>	<p>[Wendy] [1]. Ladies, what do you think of this timeline? Would this help our company be more efficient?</p> <p>[Darla] [2]. Oh, my YES! This would help me so much to have the job description clearly labeled BEFORE I look through all of the applicants.</p> <p>[Wendy] [3]. Linda, You know all of the technical side of the job. Would you be willing to ask the questions during the interview?</p> <p>[Linda] [4]. Of course, I would love to fill the positions as fast as possible. I think this timeline would help us speed the process up.</p> <p>[Wendy] [5]. With this timeline, we will be able to hire candidates within ten days.</p>	<p>The callout text will be displayed on the slide timed with the VO audio.</p> <p>Slide begins with Wendy moving along a motion path from the right. Linda is moving along a motion path from the left. And Darla is already in the room.</p> <p>Callout shapes track their conversation, with slide text fading in and out timed with the VO.</p> <p>The Next button will appear at the end of the timeline. Jump to slide 2.4 when the Learner clicks Next</p>

Darla's avatar has 1 pose: Listening and thinking.	<b>With this timeline, we will be able to hire candidates within ten days.</b>		
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Slide [2.4]	Menu Title: <i>[Knowledge Check]</i>	Objective: [#1]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Knowledge check question will appear as true/false question with white background.</p> 	<p>[Slide Title] <b>Knowledge Check</b></p> <p>[Slide Text] <b>Click on each correct answer that applies</b></p> <p><b>Question:</b> <b>True or False? The 4 steps in the interview timeline are as follows:</b> <b>1. HR creates job description with hiring manager</b> <b>2. The recruiter screens and selects interview candidates</b> <b>3. Hiring manager selects candidates and asks the questions in the interview</b> <b>4. The interview team chooses the new hire and gives the tour.</b></p> <p><b>Click the submit button to continue</b></p>	<p>[Narrator] [1]. Let's check your knowledge before we move on.</p> <p>Click the submit button once you have answered the question.</p> <p>True or False? The 4 steps in the interview timeline are as follows:</p>	<p>When the timeline begins on this slide, the questions and answers fade in from the bottom of the slide.</p> <p>There is a correct feedback layer and an incorrect feedback layer to this slide.</p> <p>The learner will be given 2 attempts.</p> <p>The correct layer (2.4a) will be shown with feedback if the user clicks the correct answer.</p> <p>The incorrect layer (2.4b) will be shown with feedback given if the learner clicks on the incorrect answers.</p> <p>Jump to slide 3.1 when the Learner clicks Next</p>
<p>Slide 2.4a Correct Feedback Layer</p> <p>Green check mark on the slide.</p> <p>When the correct response is selected the learner will see a rectangle appear on the slide with</p>	<p>[Slide Title] <b>Knowledge Check Correct</b></p> <p>[Slide Text] <b>Correct!</b> <b>That's right! You selected the correct response.</b></p>	<p>[Narrator] [1]. Correct! That's right! You selected the correct response.</p> <p>HR creates job description with hiring manager, the recruiter screens and selects interview candidates, the hiring</p>	<p>The learner will click continue to move on to the next slide.</p>

<p>the text inside.</p>	<p><b>HR creates job description with hiring manager, the recruiter screens and selects interview candidates, the hiring manager selects candidates and asks the questions in the interview, and then the interview team chooses the new hire, and gives the tour.</b></p> <p><b>Click Next to Continue</b></p>	<p>manager selects candidates and asks the questions in the interview, and then the interview team chooses the new hire, and gives the tour.</p> <p>Click Next to Continue</p>	
<p>Slide 2.4b Incorrect Feedback Layer</p> <p>Large red X on center of the slide.</p> <p>When the incorrect response is selected the learner will see a rectangle appear on the slide with the slide text.</p>	<p>[Slide Title] <b>Knowledge Check Incorrect</b></p> <p>[Slide Text] <b>Incorrect!</b> <b>You did not select the correct response.</b></p> <p><b>Remember, HR creates job description with hiring manager, the recruiter screens and selects interview candidates, the hiring manager selects candidates and asks the questions in the interview, and then the interview team chooses the new hire, and gives the tour.</b></p> <p><b>Click Next to Continue</b></p>	<p>[Narrator] [1]. Incorrect! You did not select the correct response.</p> <p>Remember, HR creates job description with hiring manager, the recruiter screens and selects interview candidates, the hiring manager selects candidates and asks the questions in the interview, and then the interview team chooses the new hire, and gives the tour.</p> <p>Click Next to Continue</p>	<p>The learner will click continue to go back to the base layer slide 2.4 to answer the question again.</p> <p>If the learner gets the question wrong again, they will not have another attempt.</p>
<p><b>Slide [3.1]</b></p>	<p><b>Menu Title: [4 Interview Strategies]</b></p>		<p><b>Objective: [#2]</b></p>
<p><b>Visual / Display:</b></p>	<p><b>Slide Text:</b></p>	<p><b>Narration / Voiceover:</b></p>	<p><b>Animation / Interaction:</b></p>
<p><b>Base Layer:</b> Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>Background image:</p>	<p>[Slide Title] <b>Interview strategies</b></p> <p>[Slide Text] <b>4 Strategies and why they are important.</b></p>	<p>[Narrator] [1]. All companies need to hire people from time to time. However, how a candidate is interviewed is often an afterthought. To hire and retain the best people, you need an interviewing</p>	<p>Player Previous/Next buttons are hidden when timeline begins and return to normal when the state of each accordion tab has been visited.</p> <p>Learner chooses a parallelogram to learn</p>

<p>Photographic image of a workplace.</p> <p>This slide is an accordion with 4 tabs</p> <p>Tabs are vertical parallelograms with numbers from 1 to 4 at the bottom of each parallelogram.</p> <p>Tabs will be labeled</p> <ol style="list-style-type: none"> <li>1. Timeliness</li> <li>2. Defining the Job</li> <li>3. Preparing for the Interview</li> <li>4. Interview Participants</li> <li>5.</li> </ol> <p>Numbers will be placed into the state of each parallelogram to match each strategy.</p> <p>Parallelograms are translucent at different levels (60,50,40,30,20,15%).</p> <p>Each accordion tab will have a visited state once tab is closed.</p>	<ul style="list-style-type: none"> <li>• <b>Timeliness</b></li> <li>• <b>Defining the Job</b></li> <li>• <b>Preparing for the Interview</b></li> <li>• <b>Welcoming the new hire into the company</b></li> </ul> <p><b>Click on each tab</b></p>	<p>strategy.</p> <p>This accordion goes into detail about the four most important strategies to have in place for an interview process to successful.</p> <p>Click on each tab to reveal additional information.</p>	<p>more. After each parallelogram is selected it will turn grey.</p> <p>Accordion tab cannot be closed until audio completes on each tab layer.</p> <p>The accordion will automatically close at the end of the layer’s timeline.</p> <p>When the user clicks the number 1, the accordion will open to Layer 1.</p> <p>When the user clicks the number 2, the accordion will open to Layer 2.</p> <p>When the user clicks the number 3, the accordion will open to Layer 3.</p> <p>When the user clicks the number 4, the accordion will open to Layer 4.</p> <p>Jump to slide 3.2 when user clicks Next</p>
<p>Layer 1: Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>Wendy’s avatar (the Hiring Manager) will be speaking and smiling. She will be close to the learner at 2/3rds body size.</p>	<p>[Slide Title] <b>Timeliness</b></p> <p>[Slide Text] <b>Timeliness</b></p> <ul style="list-style-type: none"> <li>• <b>Don’t waste the applicant’s time.</b></li> <li>• <b>Applicants have other opportunities.</b></li> <li>• <b>Quick decision shows courtesy</b></li> </ul>	<p>[Narrator] [1]. When it comes to scheduling the interview, timeliness needs to be a priority. Get the candidate in, interview them, and a decision within 24-48 hours.</p> <p>[Wendy] [1]. There's nothing more frustrating than having a great candidate and then losing him because the hiring manager doesn't put a priority on getting the interview completed.</p> <p>If hiring someone is important to you, then get the interview scheduled for</p>	<p>The accordion will automatically close at the end of the layer’s timeline.</p> <p>VO will be time with bullet points flying in</p>

		<p>the earliest possible time.</p> <p>Remember, our company is not the only opportunity available to the candidate. We have had hiring managers cancel an interview and reschedule it. Then, on the day the rescheduled interview was to happen, the manager was a no-show.</p>	
<p>Layer 2: Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>Linda's avatar will be speaking and smiling. She will be close to the learner at 2/3rds body size.</p>	<p>[Slide Title] <b>Defining the Job</b></p> <p>[Slide Text] <b>Defining the Job</b></p> <ul style="list-style-type: none"> <li>• <b>Know what you want.</b></li> <li>• <b>Know exactly what you are looking for</b></li> <li>• <b>Define the skills before the interview.</b></li> </ul>	<p>[Narrator] [1]. Knowing what skills and qualifications an applicant must possess is essential to ensure each candidate is qualified. The job description must be written and prepared in advance.</p> <p>[Linda] [2]. If we don't know exactly what we want and need, then how are we going to interview somebody and know they're the right match for the job? An important first step is to fully define the job. We want to know the technologies involved, the team culture and dynamic, as well as the business skills needed to do the job.</p>	<p>The accordion will automatically close at the end of the layer's timeline.</p> <p>VO will be time with bullet points flying in</p>
<p>Layer 3: Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>Darla's avatar (the Recruiter) will be speaking and smiling. She will be close to the learner at 2/3rds body size.</p>	<p>[Slide Title] <b>Preparing for the Interview</b></p> <p>[Slide Text] <b>Preparing for the Interview</b></p> <ul style="list-style-type: none"> <li>• <b>Ask planned, relevant questions</b></li> <li>• <b>Know who will be asking what questions. Then be willing to dig deeper into</b></li> </ul>	<p>[Narrator] [1]. <i>Be prepared before the interview starts. The questions need to be decided ahead of time.</i></p> <p>[Darla] [3]. This is the hard part. To be prepared means to know every question you're going to ask the candidate in advance of the interview. You must be prepared or you are</p>	<p>The accordion will automatically close at the end of the layer's timeline.</p> <p>VO will be time with bullet points flying in</p>

	<p><b>candidates' responses.</b></p> <p><b>Some Sample Interview questions:</b>  <b>Tell about a time you overcame a problem with a co-worker?</b></p> <p><b>Explain how Adult Learning Theory helps you when creating a course?</b></p>	<p>simply wasting your time and the candidate's time.</p>	
<p>Layer 4:  Custom top and right border  Custom Branding Logo appears on the top right corner.</p> <p>All 3 avatars will be speaking and smiling. She will be close to the learner at 2/3rds body size.</p>	<p>[Slide Title]  <b>Interviewing the Candidates</b></p> <p>[Slide Text]  <b>Interviewing the Candidates</b></p> <ul style="list-style-type: none"> <li>• <b>Have all decision makers part of the interview</b></li> <li>• <b>Make sure all interview team members are trained in this process</b></li> </ul>	<p>[Narrator]  <i>[1]. The interviewer must be knowledgeable of the subject matter and be able to ask questions pertinent to the job. The interview team needs to be trained correctly</i></p>	<p>The accordion will automatically close at the end of the layer's timeline.</p> <p>VO will be time with bullet points flying in</p>

<b>Slide [3.2]</b>		<b>Menu Title: [Practice Activities]</b>		<b>Objective: [#2]</b>			
<b>Visual / Display:</b>		<b>Slide Text:</b>		<b>Narration / Voiceover:</b>			
<p>Custom top and right border  Custom Branding Logo appears on the top right corner.  Master slide design as shown in style guide</p>		<p>[Slide Title]  <b>Let's Practice</b></p> <p>[Slide Text]  <b>1 Timeliness -  Prioritize completion of interview and get the interview scheduled ASAP</b></p> <p><b>2 Defining Job - Know desired skills and qualifications your candidate should have and understand the candidates'</b></p>		<p>[Narrator]  <i>[1]. Let's take a moment and see if we can identify the 4 interview strategies discussed in this module and what are the important characteristics of each.</i></p> <p>What are the matching definitions for each label discussed in this module?</p> <p>Answer the following question by dragging the description over to match the label.</p> <p>Click Submit to continue</p>		<p>When the timeline begins on this slide the question and answers fade in from the bottom of the slide.  The learner will not be able to start this activity until the audio has finished.</p> <p>There is a correct feedback layer (3.2a) and an incorrect feedback layer (3.2b) to this slide.</p> <p>The learner will be given unlimited attempts.</p> <p>Jump to slide 3.3 when the Learner clicks</p>	

<p><b>4 Interview Strategies</b></p> <p>What are the matching characteristics for each interview strategy discussed in this module? Drag the characteristic to the strategy</p> <p><b>Timeliness</b> - Position completion of interview and at the interview scheduled ASAP</p> <p><b>Defining Job</b> - Show desired skills and qualifications your position should have and understand the candidate personal qualities you are looking for</p> <p><b>Interview Prep</b> - Ask prepared - relevant questions and know who will be asking those questions. Then be willing to dig deeper into candidates' responses</p> <p><b>Who's Involved</b> - Have all decision makers part of the interview and make sure all interview team members are trained in this process</p>	<p>personal qualities you are looking for</p> <p><b>3 Interview Prep - Ask planned, relevant questions and know who will be asking what question. Then be willing to dig deeper into candidates' responses</b></p> <p><b>4 Who's Involved - Have all decision makers part of the interview and make sure all interview team members are trained in this process</b></p> <p><b>Click Submit to continue</b></p>		<p>Next</p>
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Slide [3.3]	Menu Title: [Workplace Scenario 3]	Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:
<p>Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>Background image: Photographic image of a workplace.</p> <p>Wendy, Linda, and Darla are standing in the workroom.</p> <p>Callout shapes track Wendy, Linda, and Darla's callout conversation on the screen.</p> <p>As Wendy and Linda converse, the callout shape will remain between them.</p>	<p>[Slide Title] <b>Workplace Scenario 3</b> [Slide Text]</p> <p>[Wendy callout] <b>This training has been great. I think it's really important that we are all on the same page when it comes to conducting a timely and quality interview.</b></p> <p>[Darla callout] <b>I agree! I feel a lot less overwhelmed knowing that we are now part of a well-trained team, have a specific list of technical skills to be looking for in our candidate and have our ducks all in a row when it comes</b></p>	<p>[Wendy] [1]. This training has been great. I think it's really important that we are all on the same page when it comes to conducting a timely and quality interview.</p> <p>[Darla] [2]. I agree! I feel a lot less overwhelmed knowing that we are now part of a well-trained team. We have a specific list of technical skills to be looking for in our candidate and have our ducks all in a row when it comes to interview questions for our candidate.</p>

Animation / Interaction:
<p>Slide begins with avatars Darla, Wendy, and Linda conversing about the 4 interview strategies.</p> <p>Callout shapes track their conversation with text timed with VO narration to come on and off the screen.</p> <p>Jump to slide 4.1 when user clicks next.</p>



Wendy's avatar has 2 poses: thinking and smiling.	<b>to interview questions for our candidate.</b>	[Linda]	
Linda's avatar changes from thinking to happy after her second callout shape.	[Linda callout] <b>I am so happy to know that I am not going to be the only person asking questions from now on. I usually do fine with the technical questions, but now I have you two to help with the personality and culture questions. We make a great team!</b>	[3]. I am so happy to know that I am not going to be the only person asking questions from now on. I usually do fine with the technical questions, but now I have you two to help with the personality and culture questions. We make a great team!	
Darla's avatar has 1 pose: Listening and Smiling			

<b>Slide [4.1]</b>		<b>Menu Title: [Summary]</b>		<b>Objective: [#1 + #2]</b>	
<b>Visual / Display:</b>		<b>Slide Text:</b>		<b>Narration / Voiceover:</b>	
<b>Animation / Interaction:</b>					
<p>Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>Background image: Photographic image of a workplace.</p> <p>2 rectangular boxes will fade in timed with the VO:</p> <p>Box 1 will have the 4 Step Interview Timeline</p> <p>Box 2 will have the 4 Interviewing Strategies</p>	<p>[Slide Title] <b>Summary</b></p> <p>[Slide Text] <b>4 Step Interview Timeline</b></p> <ul style="list-style-type: none"> <li>● <b>Human Resources</b></li> <li>● <b>Recruiter</b></li> <li>● <b>Hiring Manager</b></li> <li>● <b>Interview Team</b></li> </ul> <p><b>4 Interview Strategies</b></p> <ul style="list-style-type: none"> <li>● <b>Timeliness</b></li> <li>● <b>Defining the Job</b></li> <li>● <b>Preparing for the Interview</b></li> </ul> <p><b>Click Next to continue</b></p>	<p>[Narration]</p> <p>[1]. Interviewing is difficult, but it is extremely important to Innovative Builders that interviews are completed in an efficient, and consistent way. We want to hire the best candidates.</p> <p>Implementing our 4 Step Interviewing Timeline and 4 key Strategies will ensure the onboarding of the quality of candidates.</p> <p>Let's take a few minutes to review these 2 important concepts you have learned in this training.</p> <p>The 4-Step Interview process is key for identifying the roles and responsibilities of each team member as well as provide a timeline for these</p>	<p>Next button is hidden when timeline begins and returns to normal when the audio completes.</p> <p>When the VO says "The 4-Step Interview process is key for identifying the ..." that is when Text Box 1 appears. The bullet points are highlighted with the VO.</p> <p>When the VO says "The 4 interview strategies reviewed are vital..." that is when Text Box 2 appears. The bullet points are highlighted with the VO.</p> <p>Jump to slide 4.2 when user clicks next.</p>		

		<p>steps to be completed.</p> <p>It is important that first the hiring manager meets with HR interview personnel to define the job and create a list of qualifications.</p> <p>Once the job is posted, the recruiter will use this list to select and screen qualified applicants. They will then contact the hiring manager to schedule interviews.</p> <p>The hiring manager will gather the interview team, conduct the interview, discuss, and select the most qualified candidate and a job offer will be made. During new hires first day, interview team will guide facility tour and introduce rest of staff.</p> <p>The 4 interview strategies reviewed are vital to a successful interview process. We must schedule and complete the interview in a timely fashion to secure top candidates.</p> <p>It is also important to predetermine the skills needed and have a job description in place to make sure the applicants chosen are qualified for the position.</p> <p>When interviewing the candidates, we need to create a positive experience and be prepared with relevant questions.</p> <p>We must keep in mind who is involved in the process and have all trained decision makers part of the interview.</p>	
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		Focusing on these two goals, will set us apart from the competition and make us the company we want to become.	
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Slide [4.2] Menu Title: <i>[Intro to Quiz]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>The Background is a soft green color. The Answers are in black font. The questions are in a Black box with White text Font.</p>	<p>[Slide Title] <b>Intro to Quiz</b></p> <p>[Slide Text]</p> <p><b>It's time for a little quiz to test your knowledge</b></p> <ul style="list-style-type: none"> <li>• <b>You will need to get 80% correct to pass</b></li> <li>• <b>There is no time limit.</b></li> <li>• <b>You can take the quiz more than once</b></li> </ul> <p><b>Click Next to continue</b></p>	<p>[Narrator] [1]. Assessment</p> <p>It's time for a little quiz to test your knowledge You will need to get 80% correct to pass There is no time limit. You can take the quiz more than once</p> <p>Click Next to continue</p>	<p>When the timeline begins, the first text box fades in from the bottom, and is matched with the VO.</p> <p>Text box 2 fades up from the bottom.</p> <p>At the end of the timeline the Click Next to continue appears.</p> <p>When the learner clicks Next, they will advance to slide 4.3</p> <p>During the Assessment, when the Learner clicks submit, they will advance to the next slide.</p> <p>The learner should not get immediate feedback with Correct or Incorrect feedback layers.</p> <p>They should answer all the questions sequentially FIRST in the graded assessment, then receive their score on the Results page.</p> <p>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: 4.8 graded quiz slide</p>


			Jump to slide 4.3 when the Learner clicks next
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Slide [4.3]		Menu Title: <i>[Assessment 1]</i>	Hidden from Menu	Objective: [#1]
Visual / Display:	Slide Text:	Narration/ Voiceover:		Animation/ Interaction:
<p>Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>The Background is a soft green color. The Answers are in black font. The questions are in a Black box with White text Font.</p>	<p>[Slide Title] <b>Assessment 1</b></p> <p>[Slide Text] <b>Question #1</b></p> <p><b>Match the 4-step interview timeline process with the team member by dragging the description to match the team member label.</b></p> <p><b>HR Interviewer – Create and post the job description</b> <b>Recruiter – Select and screen applicants</b> <b>Hiring Manager – Conduct interview and ask technical questions</b> <b>Interview Team – Select and lead the new employee and tour</b></p> <p><b>Click Submit when finished</b></p>	<p>[Narration] [1]. Match the 4-step hiring process with the team member by dragging the description to match the team member label.</p>		<p>When the timeline starts the VO will play.</p> <p>When the timeline starts the question and answers will appear on the screen.</p> <p>The Learner will drag an item on the left to the matching label on the right.</p> <p>When all items are matched, click the submit button.</p> <p>Jump to slide 4.4 when the Learner clicks next</p>
Slide [4.3.1]		Menu Title: <i>[Post Review Feedback]</i>	Hidden from Menu	Objective: [#1 + #2]
Visual / Display:	Slide Text:	Narration / Voiceover:		Animation / Interaction:
<p>(Post Review Layer) Same as slide 4.3</p>	<p>[Slide Title] <b>Post Review Layer</b></p> <p>[Slide Text] <b>Question 1</b> <b>Post Review Feedback:</b> <b>Remember, the responsibilities of the team members are as follows:</b></p>	<p>[Narrator] [1]. Question 1 Remember, the responsibilities of the team members are as follows:</p> <p>The HR Interviewer creates and posts the job description, the recruiter selects and screens applicants, the hiring manager conducts the interview</p>		<p>Learner can click Next to advance through the review feedback on each slide.</p>

	<p>The HR Interviewer creates and posts the job description, the recruiter selects and screens applicants, the hiring manager conducts the interview and asks technical questions, and the interview team selects and leads the new employee and tour.</p>	<p>and asks technical questions, and the interview team selects and leads the new employee and tour.</p>	
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Slide [4.4]		Menu Title: [Assessment 2] Hidden from Menu	Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>The Background is a soft green color. The Answers are in black font. The questions are in a Black box with White text Font.</p>	<p>[Slide Title] <b>Assessment 2</b> [Slide Text]</p> <p><b>Question #2</b> <b>A hiring manager is an essential member of the interview team. Select the responsibilities of the hiring manager. Click all that apply.</b></p> <ol style="list-style-type: none"> <li><b>1. Help HR create a job description for the position</b></li> <li><b>2. Post the job listing</b></li> <li><b>3. Select and screen the applicants</b></li> <li><b>4. Ask the technical questions during interview</b></li> <li><b>5. Participate in facility tour</b></li> </ol> <p>Click Submit when finished</p>	<p>[Narrator] [1]. A hiring manager is an essential member of the interview team. Select the responsibilities of the hiring manager.</p> <p>Click all that apply. Click Submit when finished</p>	<p>When the timeline starts the VO will play.</p> <p>When the timeline starts the question and answers will appear on the screen.</p> <p>The Learner choose ALL answers that apply.</p> <p>When all answers are chosen, click the submit button.</p> <p>Jump to slide 4.5 when the Learner clicks next</p>
Slide [4.4.1]		Menu Title: [Post Review Feedback] Hidden from Menu	Objective: [#1 + #2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

(Post Review Layer) Same as slide 4.4	[Slide Title] <b>Post Review Layer</b>  [Slide Text]  <b>Question 2</b> <b>Post Review Feedback:</b> <b>Remember the responsibilities of the hiring manager are to help create the job description, post the job listing, ask the technical questions, and participate in the tour.</b>	[Narrator] [1]. Question 2 Remember the responsibilities of the hiring manager are to help create the job description, post the job listing, ask the technical questions, and participate in the tour.	Learner can click Next to advance through the review feedback on each slide.
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Slide [4.5]	Menu Title: [Assessment 3] Hidden from Menu	Objective: [#1]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top and right border            Custom Branding Logo appears on the top right corner.</p> <p>The Background is a soft green color. The Answers are in black font. The questions are in a Black box with White text Font.</p> <p>Infographic is in the bottom of the slide.</p> 	<p>[Slide Title]  <b>Assessment 3</b>           [Slide Text]   <b>Question #3</b>  <b>Which step in the 4 step Timeline do all Team members participate in?</b>   <b>Click Submit when finished</b></p>	<p>[Narrator]          [1]. Which step in the 4 Step Timeline do all team members participate in?</p> <p>Click on the correct number on the infographic then click submit when finished.</p>	<p>When the timeline starts the VO will play.</p> <p>When the timeline starts the question and answers will appear on the screen.</p> <p>The Learner will choose a Number on the Infographic which shows the correct step.</p> <p>After choosing your number, click the submit button.</p> <p>Jump to slide 4.6 when the Learner clicks next</p>
Slide [4.5.1]	Menu Title: [Post Review Feedback] Hidden from Menu	Objective: [#1 + #2]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
(Post Review Layer)	[Slide Title]	[Narrator]	Learner can click Next to advance through

Same as slide 4.5	<b>Post Review Layer</b> [Slide Text] <b>Question 3</b> <b>Post Review Feedback</b> <b>Remember, all team members participate in the 4<sup>th</sup> step of the hiring process.</b>	[1]. Question 3 Remember, all team members participate in the 4 <sup>th</sup> step of the hiring process.  Learner can click Next to advance through the review feedback on each slide.	the review feedback on each slide.
<b>Slide [4.6]</b>	<b>Menu Title: [Assessment 4] Hidden from Menu</b>	<b>Objective: [#2]</b>	
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
Custom top and right border Custom Branding Logo appears on the top right corner.  The Background is a soft green color. The Answers are in black font. The questions are in a Black box with White text Font.	[Slide Title] <b>Assessment 4</b> [Slide Text] <b>Question #4</b> <b>True or False? The 4 interview strategies are:</b>  <b>Timeliness, Defining the Job, Preparing for the Interview, Interview Participants</b>  <b>Click Submit when finished</b>	[Narrator] [1]. True or False? The 4 interview strategies are Timeliness, Defining the Job, Preparing for the Interview, Interview Participants.	When the timeline starts the VO will play.  When the timeline starts the question and answers will appear on the screen.  The Learner will choose either True or False after reading the statement.  When you are ready, click the submit button. Jump to slide 4.7 when the Learner clicks next
<b>Slide [4.6.1]</b>	<b>Menu Title: [Post Review Feedback] Hidden from Menu</b>	<b>Objective: [#1 + #2]</b>	
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
(Post Review Layer) Same as slide 4.6	[Slide Title] <b>Post Review Layer</b> [Slide Text] <b>Question 4</b> <b>Post Review Feedback</b>  <b>The 4 interview strategies are timeliness, defining the job, preparing for the interview, and</b>	[Narrator] [1]. Question 4 The 4 interview strategies are timeliness, defining the job, preparing for the interview, and interviewing the participants.  Learner can click Next to advance through the review feedback on each slide.	Learner can click Next to advance through the review feedback on each slide.



	interviewing the participants.		
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Slide [4.7]		Menu Title: [Assessment 5] Hidden From Menu		Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
<p>Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>The Background is a soft green color. The Answers are in black font. The questions are in a Black box with White text Font.</p>	<p>[Slide Title] <b>Assessment 5</b> [Slide Text]</p> <p><b>Question #5 True or False? Knowing the steps and strategies is important because they result in a timely, efficient, and consistent interview process.</b></p> <p><b>Click Submit when finished</b></p>	<p>[Narrator] [1]. True or False? Knowing the steps and strategies is important because they result in a timely, efficient, and consistent interview process.</p> <p>Click Submit when finished</p>	<p>When the timeline starts the VO will play.</p> <p>When the timeline starts the question and answers will appear on the screen.</p> <p>The Learner will choose either True or False after reading the statement.</p> <p>When you are ready, click the submit button.</p> <p>Jump to slide 4.8 when the Learner clicks next</p>	

Slide [4.7.1]		Menu Title: [Post Review Feedback] Hidden from Menu		Objective: [#1 + #2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
<p>(Post Review Layer) Same as slide 4.7</p>	<p>[Slide Title] <b>Post Review Layer</b> [Slide Text]</p> <p><b>Question 5 Post Review Feedback Remember, knowing the steps and strategies is important because they result in a timely, efficient, and consistent interview process.</b></p>	<p>[Narrator] [1]. Question 5 Remember, knowing the steps and strategies is important because they result in a timely, efficient, and consistent interview process.</p> <p>Learner can click Next to advance through the review feedback on each slide.</p>	<p>Learner can click Next to advance through the review feedback on each slide.</p>	

Slide [4.8]		Menu Title: [Results]		Objective: [#1 + #2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
<p>Custom top and right border Custom Branding Logo appears on the top right corner.</p>	<p>[Slide Title] <b>Results</b> [Slide Text]</p>	<p>[Narration is only on layers]</p>	<p>When the timeline starts the learner's score appears in the white box. Then it automatically jumps to a Correct layer or a Incorrect layer.</p>	

<p>The Background is a soft green color. The Answers are in black font. The questions are in a Black box with White text Font.</p> <p>Quiz Results, in a white font, is under the top border.</p> <p>In the center of the slide is a white box with your score.</p>	<p><b>Your Score: XX%</b> <b>Passing Score: YY%</b></p>		<p>Base layer will be visible from Correct or Incorrect layers.</p> <p>Show Correct layer 4.8.1 when timeline starts if results are equal or more than passing score.</p> <p>Show Incorrect layer 4.8.2 when Timeline starts if results are less than passing score.</p> <p>Results variable reference show 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.</p> <p>80% to pass shown where YY appears on slide.</p> <p>Jump to slide 4.9 when the Learner clicks next</p>
<p>Layer 1: Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>The Background is a soft green color. The Answers are in black font. The questions are in a Black box with White text Font.</p> <p>Quiz Results, in a white font, is under the top border. In the center of the slide is a white box with your score.</p> <p>A green check mark appears on the slide and the learner's score</p>	<p>[Slide Title] <b>Correct</b></p> <p>[Slide Text] <b>Nice Job, You passed!</b></p> <p><b>Your Score: XX%</b> <b>Passing Score: YY%</b></p> <p>[Buttons] <b>Review</b> <b>Next</b></p> <p><b>Click on Next to continue</b></p>	<p>[Narrator] [1]. Nice Job! you passed! Thank you for taking the quiz.</p> <p>Congratulations! You passed. You can review your results by clicking on the review quiz button.</p> <p>If you are satisfied with your results and ready to move on, please click on the continue button.</p>	<p>Review Button: shows correct/incorrect response when reviewing and shows Review layers on each Assessment slides.</p>

appears in the white box.			
<p>Layer 1: Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>The Background is a soft green color. The Answers are in black font. The questions are in a Black box with White text Font.</p> <p>Quiz Results, in a white font, is under the top border. In the center of the slide is a white box with your score.</p> <p>A red check mark appears on the slide and the learner's score appears in the white box.</p>	<p>[Slide Title] <b>Incorrect</b></p> <p>[Slide text] <b>Incorrect</b> <b>Your Score: XX%</b> <b>Passing Score: YY%</b></p> <p><b>Thank you for taking the quiz.</b> <b>Sorry, you did not pass.</b></p> <p><b>[buttons]</b> <b>Review Quiz</b></p> <p><b>Retry Quiz</b></p>	<p>[Narrator] [1]. Thank you for taking the quiz. Sorry, you did not pass.</p> <p>You can review your results by clicking on the review quiz button.</p> <p>When you are ready to try again, please click on the Retry Quiz button.</p>	<p>Review Button: shows correct/incorrect response when reviewing and shows Review layers on each Assessment slides.</p> <p>Retake button: resets results slide and jumps to slide 4.3</p>

Slide [4.9] Menu Title: [Congratulations]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top and right border Custom Branding Logo appears on the top right corner.</p> <p>The Background is a soft green color. The Answers are in black font. The questions are in a Black box with White text Font.</p>	<p>[Slide Title] <b>Congratulations</b></p> <p>[Slide Text] <b>Congratulations for completing the course. You are now ready to prepare and conduct great interviews!</b></p> <p><b>Click here to exit the course</b></p>	<p>[Narrator] [1]. Congratulations for completing the course. You are now ready to prepare and conduct great interviews!</p> <p>Click here to exit the course</p>	<p>When the timeline begins, the VO starts and Congratulations flies in from the bottom.</p> <p>When the audio finishes the second text box flies up from the bottom.</p> <p>At the end of the audio, click here to Exit appears.</p> <p>Exit course when the learner clicks the Exit button.</p>

