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Interviewing Best Practices

<i>Business Purpose</i>	HireMe needs to identify the best interviewing strategies tailored to HR interviewers, recruiters, and hiring managers participating in the interview process to hire 2000 new members for their technical team this year. Train the learner how to use these strategies to become better interviewer, efficiently hire the best candidate, and minimize the negative experience during the interview process.
<i>Target Audience</i>	HR interviewers who partner with hiring managers to interview potential employees.
<i>Training Time</i>	12 minutes
<i>Training Recommendation</i>	<ul style="list-style-type: none">• 1 Level 3 eLearning course that allows the learner to make choices in real-life interview scenarios in which the learner will interact with the content and receive feedback.• The course will contain 5 scenario-based questions.
<i>Deliverables</i>	e-Learning course <ul style="list-style-type: none">• Developed in Articulate Storyline• Includes voice-over narration• Includes five real-life based scenarios• Includes a virtual human Avatar (interviewer or hiring manager) and the Character (potential candidate)• Includes Storyboard
<i>Learning Objectives</i>	<ul style="list-style-type: none">• Define the 5 interviewing best practices.• Explain why the 5 best practices result in positive experience for the qualified candidates, interviewers, and hiring managers.• Complete an interview scenario utilizing the 5 best practices for qualified candidates.
<i>Training Outline</i>	<ul style="list-style-type: none">• Welcome• Navigation• Objectives• State 5 interviewing best practices and how are they linked to hiring the best candidates and creating the positive interview experience. These practices are:<ol style="list-style-type: none">1. Respect the interviewee's time – it is important for hiring managers to put a priority on getting the interview completed. If hiring someone is important, then get the interview scheduled for the earliest possible time, so you don't waist the candidate's time.2. Be prepared for the interview - have a good understanding of the job description, technologies involved, the team culture and dynamic, as well as the business skills needed to do the job.

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3. **Focus on the candidate** – the purpose of the interview to find out if the candidate can do the job, and not to demonstrate that the interviewer and hiring manager are smart and monopolize the conversation.
4. **Ask behavioral questions** – as an interviewer you need to make sure that the candidate will be a good fit into the existing team.
5. **Ask legally allowed questions** – make sure you don't ask inappropriate and illegal questions.

- **Scenario Set up:**

The learner will have an "Interviewer" role and will be asking questions to the candidate using 5 best practices. The job description will be provided and accessible at any time of the learning. Explain how the learner's choices will impact the way that the scenario proceeds.

- **Scenario 1. Respect the interviewee's time:**

The learner will be put in the situation where he or she has to demonstrate how the value the candidate's time. The learner will have to make a choice using the best interview practices.

- **Scenario 2. Be prepared for the interview:**

The learner will have to review the job description and make a choice based on the information outlined in the description and material learned previously.

- **Scenario 3. Focus on the candidate:**

The learner will have the scenario where he or she has to determine if the interviewee fits within the offered role and Company Y's organization.

- **Scenario 4. Ask behavioral questions:**

The learner will have to choose between the questions that are insightful in interviewee's behavior, demonstrate a good fit into the team culture and dynamic, and questions that are only result in a small talk.

- **Scenario 5. Ask legally allowed questions:**

The learner will have to choose between legally appropriate and inappropriate questions that might potentially cause the Company Y a lawsuit.

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	<ul style="list-style-type: none">• Results:<ul style="list-style-type: none">○ Option 1 where the candidate offered a job if the learner scored above the threshold. The learner is offered to continue the course.○ Option 2 where the candidate demonstrates a negative perception of the company based on the interviewer’s choices and walks away from the Company Y if the learner scored below the threshold. The learner is offered to retake the course.• Summary. Restate the course objectives.• Goodbye!
<i>Evaluation Plan</i>	<ul style="list-style-type: none">• 5 graded scenarios throughout the module that tie back to the learning objectives.• Each question will worth 0 points for incorrect answer, and 20 points for correct answer.• Learner must score 80% or answer 4 questions correct to continue.• Depending on the score, the learner will be directed to the Result option 1 or Result option 2.• If the learner fails, he or she will be offered to retake the course, if passes – continue to the end.• Questions will be created during the eLearning development after the storyboard and script have been fully approved.
