

Course Storyboard Template

Client Name:	Fictitious Client
Client Points of Contact:	Carmen Stone
Project Manager:	Fictitious Client
Estimated Seat Time:	12 minutes
Course Title:	Interview Strategies

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Course Design Information

Global Course Information

Authoring technology: **Storyline 360**

Fonts: **Calibri, Ariel**

Is the course navigation locked down? **Yes. Must complete in order**

Is there liberty for the ID to adjust the script? **Yes**

SCORM publish version: **TBD if applicable**

Will the training be viewed on a mobile platform? **No**

Target browsers:

508 Compliant:

Will the course be translated? **No**

Is the course meant for a global audience? **No**

Client requests/Additional notes:



Interview Strategies for recruiters and hiring managers

Navigation
Tutorial

Start

SAMPLE

[Narrator:] Welcome to the X Company Interview Strategies Training. Before we begin, if you'd like information on how to navigate the course, please select the Navigation Tutorial button. If you're ready to begin the course, select Start.



[Narration:] In order to get started, there are a few things you need to know about navigating this course. You can select the [1] forward arrow to advance the course and select the [2] back arrow to return to the previous screen. Do you want to watch a screen over again? The [3] replay button will allow you to replay the current screen you are on. Need to take a break? [4] The play/pause button will provide you the ability to stop a screen in progress. Do you need to mute the audio in the course? [5] Select the audio button to turn on and off the sound in the sound in the course. Want to learn more about the content that is offered in this course? [6] Select the resources button to view additional information related to the course. If you are ready, select the forward arrow to continue.

Course Objectives

1

Explain your role in the interview process and how it relates to X's mission

2

Identify four strategies of the acronym PPPT, as it relates to the interview process

3

Utilize four strategies in the interview process with potential employees

- [Narration:] By the end of this course you will be able to Explain your role in the interview process and how it relates to X's mission, Identify four strategies of the acronym PPPT, as it relates to the interview process, Utilize four strategies in the interview process with potential employees

In this course you will work through 4 scenarios to practice interview strategies. When you are ready to get started select the next button.



[Narration:] Here at X company [1] we all play a role in hiring employees. It does not matter if we are a recruiter or hiring manager. Or if we have technical expertise or HR expertise. [2] We all must work together to recruit, interview and hire employees if [3] we are to achieve our company's mission. Click the next button to move on.



[Narration:] Before we get started with the scenarios, let's look at each one of the interview strategies. Click each letter of the PPPT acronym to learn more about each strategy. You will use these strategies in scenarios as we move along in the course. Once you have read all four strategies you will move on in the course.

Layer P- People

[Narration:] People are an important element of the interview process.

- All key decision makers should be involved in the interview process. - Know your subject matter well so that you can ask questions and understand candidate answers. - Candidate interviewed should meet everyone during interview so he or she doesn't have to attend another meeting - Work as a cohesive team to interview the candidate to best use time and give a good impression of the company and culture.

Layer P- Prepare

[Narration:] Preparation is important for a successful interview process and for hiring the candidate that is the right fit for the company and the job

- Meet with your team to clearly define job duties for the position you will

interview for. Include skills needed such as technology, business, and soft skills when writing the job description. – Create questions that include a variety relating to job skills needed: business, technical, and organization culture - Assign questions to each team member to ask candidate during interview so that everyone works as a team - Be flexible and open to specific job requirements, especially technology skills that change often - Don't include a checklist or coding tests that might eliminate a great candidate

Layer P- Purpose

[Narration:] Keeping the reason or overall purpose of the interview in mind is essential.

The goal is to hire and retain an employee that is a great fit - During the interview ask assigned questions, looking for correct and incorrect answers - Ask job related questions to avoid wasting time and stick to your assigned questions - Improvise and ask candidate deeper probing questions to get clarification on if candidate is the right fit for your company

Layer P- Timely

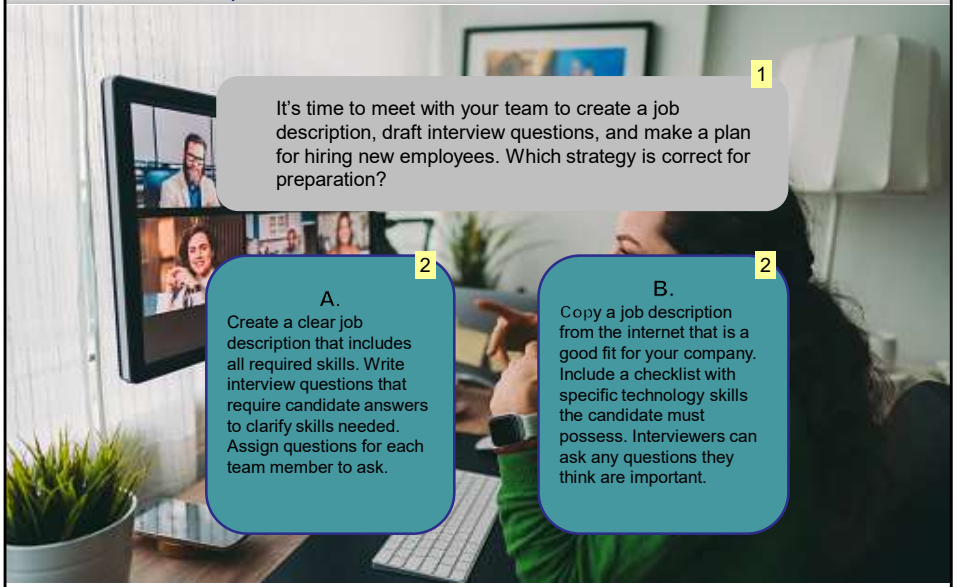
[Narration:] You probably don't like people to disrespect you or waste your time. Neither does the candidate you interview. Things to do include - Get the job posted as quick as possible – Once you have screened the candidates, schedule interviews efficiently - Avoid cancelling interview, unless necessary. Then with your team select the best candidate, notify the candidate, and begin hiring process

You will complete 4 scenarios using the interview strategies.

You will earn a badge for each question answered correctly.

Click next to begin.

[Narration:] You will complete 4 scenarios using the interview strategies. You will earn a badge for each question answered correctly. If you don't answer correctly, you will be provided feedback and move on to the next scenario. Click next to begin.



1

It's time to meet with your team to create a job description, draft interview questions, and make a plan for hiring new employees. Which strategy is correct for preparation?

2

A.

Create a clear job description that includes all required skills. Write interview questions that require candidate answers to clarify skills needed. Assign questions for each team member to ask.

2

B.

Copy a job description from the internet that is a good fit for your company. Include a checklist with specific technology skills the candidate must possess. Interviewers can ask any questions they think are important.

[Narration:] [1] It's time to meet with your team to create a job description, draft interview questions, and make a plan for hiring new employees. Choose which strategy is correct for preparation.

Buttons: [2]

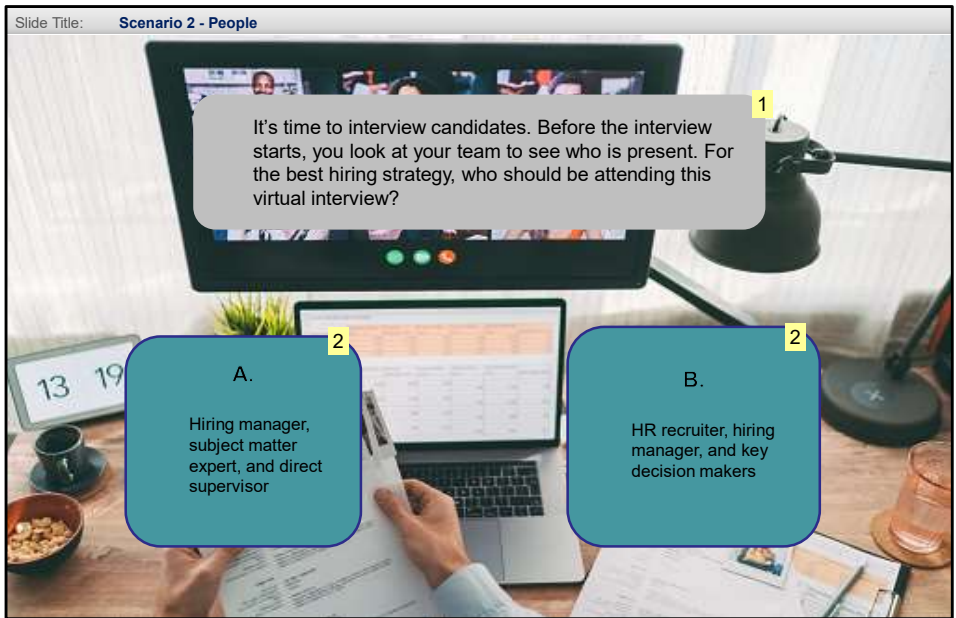
A. Create a clear job description that includes all required skills. Write interview questions that require candidate answers to clarify skills needed and assign questions for each team member to ask.

Feedback: [Narration:] Great job. Knowing the specific job duties you need a new employee to perform is important. Working as a cohesive team during the interview gives a great first impression of the company.

B. Copy a job description from the internet that is a good fit for your company. Include a checklist with specific technology skills the candidate must possess. Interviewers can ask any questions they think are

important in the interview.

Feedback: [Narration:] You should outline specific job duties and include a variety of questions to include business, technical, and soft skills needed. Each team member should be assigned questions to ask in the interview and stick to the assigned questions.



[Narration:] [1] It's time to interview candidates. Before the interview starts, you look at your team to see who is present. For the best hiring strategy, who should be attending this virtual interview?

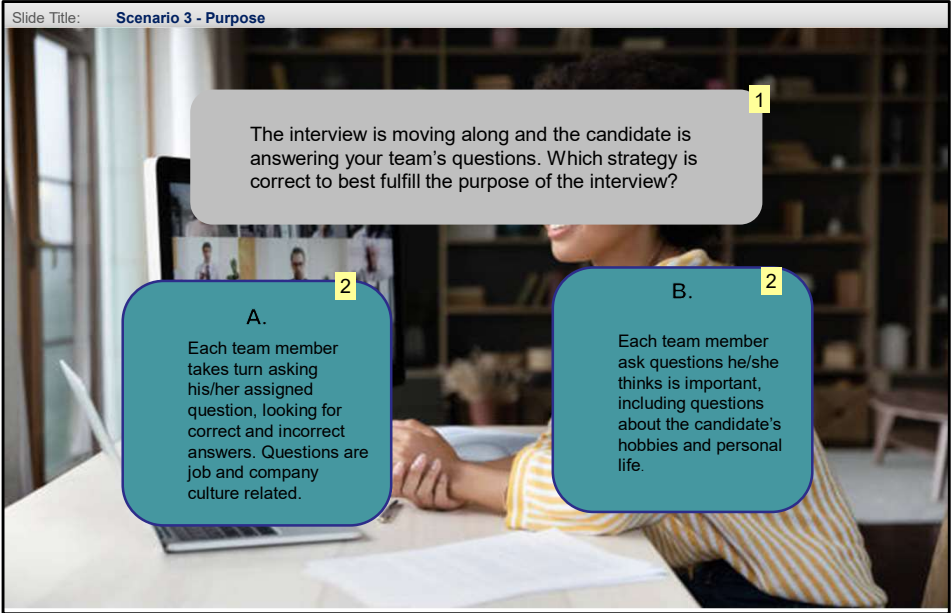
Buttons: [2]

A. Hiring manager, subject matter expert, and direct supervisor

Feedback: [Narration:] All key people that need to make hiring decisions should be included. This way they can meet with the candidate and best use time by not having to schedule another meeting.

B. HR recruiters, hiring managers, and key decision makers

Feedback: [Narration:] Good job. All people that need to make hiring decisions should be included and each should know the subject matter so they can best interview the candidate and make a hiring decision.



The interview is moving along and the candidate is answering your team's questions. Which strategy is correct to best fulfill the purpose of the interview?

A.

Each team member takes turn asking his/her assigned question, looking for correct and incorrect answers. Questions are job and company culture related.

B.

Each team member ask questions he/she thinks is important, including questions about the candidate's hobbies and personal life.

[Narration:] [1] The interview is moving along and the candidate is answering your team's questions. Which strategy is correct to best fulfill the purpose of the interview?

Buttons: [2]

A. Each team member takes turn asking his/her assigned question, looking for correct and incorrect answers. Questions are job and company culture related.

Feedback: [Narration:] Yes each team member should ask his/her assigned questions to help determine the best candidate.

B. Each team member ask questions he/she thinks is important, including questions about the candidate's hobbies and personal life.

Feedback: [Narration:] Each team member should ask his/her assigned questions and these questions should be related to the job. This helps determine the best

candidate and shows respects for the candidate and team.

1

The candidate has been notified of the interview time and confirmed he will attend. What should you do as a member of the interview team to best practice the timely strategy?

2

A.

You make sure your schedule is clear, attend the interview and meet with your team the next week to decide with candidate to hire. Then the hiring manager reaches out to the candidate to make an offer.

2

B.

Tell the team you have to cancel because of a scheduling conflict. You meet the next week to decide which candidate to hire.

[Narration:] [1] The candidate has been notified of the interview time and confirmed he will attend. What should you do as a member of the interview team to best practice the timely strategy?

Buttons: [2]

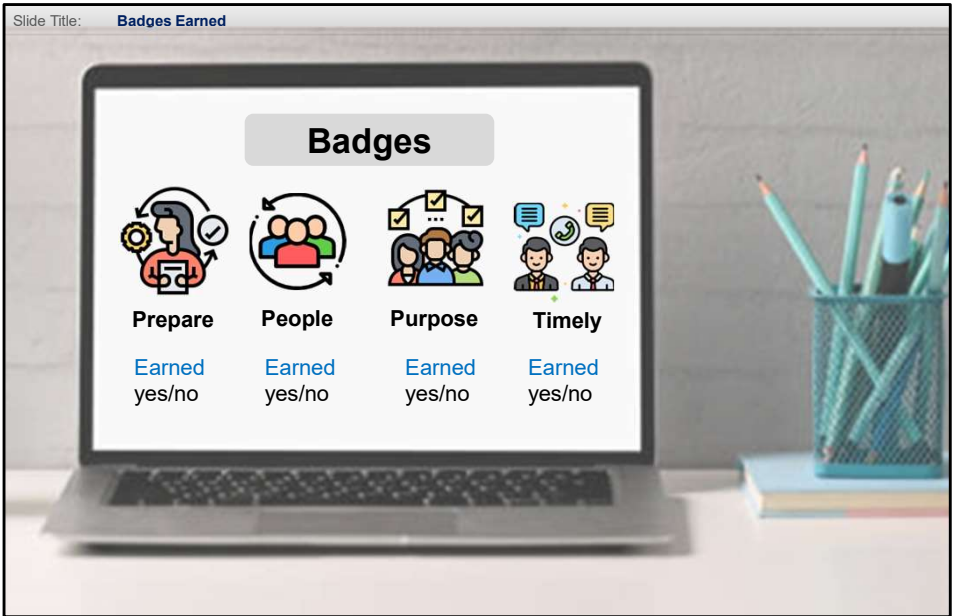
A. You make sure your schedule is clear to attend the interview and meet with your team the next week to decide with candidate to hire. Then the hiring manager reaches out to the candidate to make an offer.

[Narration:] Feedback: Great job. You attended the interview that was scheduled. Your team efficiently decided which candidate to hire and offered the job.

B. Tell the team you have to cancel because of a scheduling conflict. You meet the next week to decide which candidate to hire.

[Narration:] Feedback: It's important to avoid canceling the interview if at all possible. All key decision makers should attend the interview to meet the candidate,

efficiently decide who to hire and then offer the candidate the job as soon as possible.



[Narration:] Let's see how many badges you earned. Click each badge to review before you take the test.

Layer P- Prepare

[Narration:] Preparation is crucial in finding the right candidate. You must clearly define job duties, create interview questions, and assign questions for each team member to ask.

Layer P- People

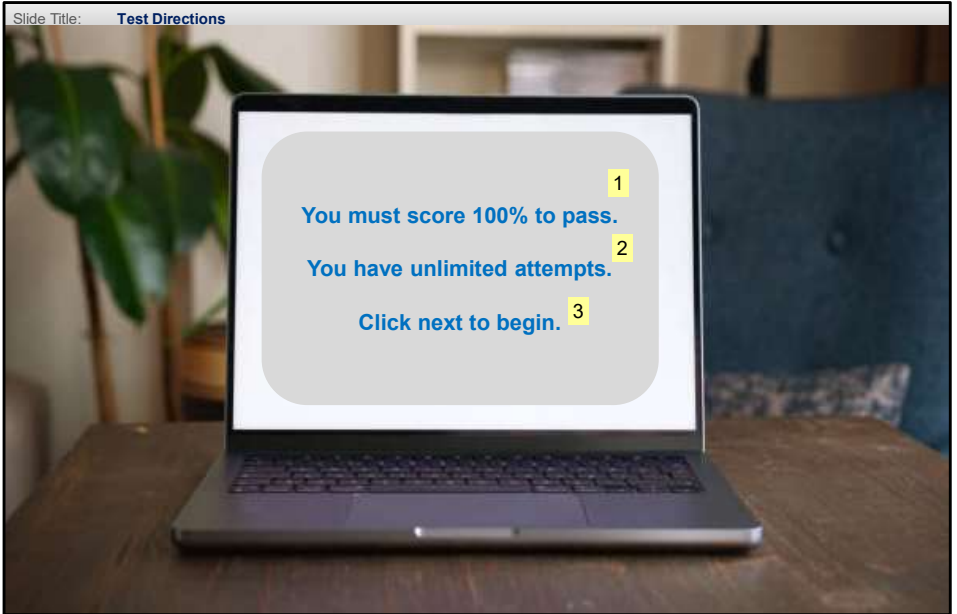
[Narration:] The right people must be included. All key decision makers should be a part of the interview process so they can meet the candidate and make a hiring decision.

Layer P- Purpose

[Narration:] The purpose of the interview is to find the best candidate that is the right fit for the company. Team members must ask a variety of job related questions and follow up questions to get clarification when needed.

Layer P- Timely

[Narration:] Team members must attend the interview and efficiently choose the best candidate and then offer the candidate the job as soon as possible.



[Narration:] It's time to test your knowledge. You must score at 100 to pass. You have unlimited attempts to pass. Click the next button when you are ready to begin.

- Questions will be created during alpha programming (after the storyboard / script have been fully approved)
- Will assess learner's knowledge of the course objectives

Explain your role in the interview process and how it relates to X's mission,
Identify four strategies of the acronym PPPT, as it relates to the interview
process, Utilize four strategies in the interview process with potential
employees

[Narration:].

Summary

In this course you learned

1

Your role in the interview process and how it relates to X's mission

1

2

Four strategies to use in the interview process with your team: people, prepare, purpose, timely

2

3

How to utilize four strategies in the interview process to find the best candidate

3

[Narration:] In this course you learned

- Your role in the interview process and how it relates to X's mission
- Four strategies to use in the interview process with your team
- How to utilize four strategies in the interview process to find the best candidate

Click the next button when you are ready

Slide Title: **Course Complete**



[Narration:] Congratulations. You completed the interview strategies course. Click the exit button to exit the course. Click the restart button to restart the course