Business Purpose	Create an **e-Learning solution** with discrete lessons to: 1. Provide a non-technical training that is engaging and leads to the improvement of the company's training standards. 2. Increases the quality and quantity of hired job applicants. 3. Train those on the interview committee to be effective at interviewing prospective job candidates.
Target Audience	HR interviewers who partner with hiring managers to interview potential employees.
Training Time	12 minutes
Training Recommendation	• One 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. • Since the hiring team is distributed across the United States, an eLearning course will allow for access to the entire hiring team asynchronously or synchronously, which will prove to be most cost effective.
Deliverables	1 eLearning Course • Developed in Storyline Articulate • Vyond Videos included • Voice Narration included • Storyboard
Learning Objectives	• Interpret each component needed to establish an effective interviewing strategy. • Determine the appropriate timeline from interview to offer when selecting applicants. • Explore the system for defining the job and the skills needed prior to completing an interview. • Review the company's best practices for preparing for an interview. • Decide key characteristics of a skilled interviewer, which will be used to train hiring managers and recruiters.
Training Outline	**Topic: Introduction** • Welcome • Navigation • Course Objectives • Course Introduction • Introduce Yourself

- Meet the Team

Setting: In this scenario-based module, the learner is added to the team of four other individuals that create the hiring committee. There are three recruiters and two hiring managers on the team; the learner is one of the three recruiters. Because the learner is new to the team, the team will guide the learner through a series of video prompts that present information or a problem. By interacting with the team and their experiences, the learner will provide solutions to problems while exploring information that improves the interviewing process.

Scenario #1

Topic: Timeline

- Vyond video presents a timeline problem. The learner receives advice from the team but must then determine the appropriate timeline for an interview to when an offer is presented.

Scenario #2

Topic: Know what you want

- One of the veteran team members who is a hiring manager will discuss a mistake she made earlier on in her career when not knowing what she needed from a candidate cost the company valuable time and money.

- The learner then explores defining the job and skills by dissecting a job description and determining what is needed from a candidate.

Topic: No Checklist

- Voice narration explaining why no checklist is needed when interviewing will serve as the background for on-screen text and graphics.

- The learner will identify the importance of no checklist by checking off the "whys" on a checklist. (irony)

Scenario #3

Topic: Prepare for the Interview

- The learner will go through the process of preparing to interview, following the company's best practices using the job description provided in Scenario #2.

Scenario #4

Topic: Train your Hiring Managers and Interviewers

- Two fictional interviewers are presented on the screen with the candidates' background information and a transcript of their interview.

- Interviewer #1: Harriet interviewed Nicky, a 20-year veteran web designer. The interview is extremely laid back and feels like two friends conversing. Though the candidate is knowledgeable, Harriet is unsure if the candidate is a fit because the answers don't match the provided checklist. Because of the lack of knowledge, Harriet misses many opportunities to explore further.

- Interviewer #2: Gail interviews Atsumi, a recent college graduate. The interview is very informative and exercises many situational questions that the candidate provides plenty of examples to support. Though the interview was informative, many of the questions focused on theory, which is not related to the Web Designer position. When one of the technical questions was asked, Gail was unsure if the answer was correct. Gail redeems herself with her knowledge of Adobe Creative Suites; however, she misses key moments to deviate from her original list of questions.

- The learner must decide what are the key components of a skilled interviewer by dragging different components to the correct interviewer.

Topic: Remember the Purpose of the Interview

- Voice narration explaining why an interviewer should remember the purpose of the interview will serve as the background for images and animation.

Topic: Candidate Meets Everyone on the Interviewing Committee

- Voice narration explaining why the candidate should meet the entire hiring committee will serve as the background for images and animation.

Topic: Conclusion

- Summary

Evaluation Plan	- Each scenario or topic requires an activity of knowledge or critical thinking to be completed by the learner. - Leaner is to show mastery of scenarios at 83%.

- If mastery of scenarios are not attained, interviewers will be required to observe two veteran interviewers in action and analyze effective interviewing strategy before proceeding as an interviewer.

- Data is to be complied on new employees' effectiveness at the 30-day, 60-day and 90-day marks. After receiving the results at each benchmark, the hiring team will determine the effectiveness of their process and make modifications as needed.