Effective Interview Strategies-Design Document

Business Purpose	● Provide awareness of effective interview strategies in order to recruit the right candidates for the right position ● Train the learner how to prepare for and conduct an effective interview
Target Audience	● All HR interviewers and Hiring Managers as well as anyone that conducts interviews
Training Time	20 minutes
Training Recommendation	● An e-learning course completed asynchronously ● A Storyline course scenario will follow an employee as they prepared and conduct an effective interview ● Avatars representing an HR interviewer and a hiring manager will have a conversation explaining the key components of an effective interview strategy and best practices for preparing and conducting an interview ● The learner will follow the HR interviewer and hiring manager as they prepare for the interview and conduct an interview with a candidate ● Ungraded knowledge checks will ask the learner to identify best practices along the way ● Final Assessment ● Follow up Role Playing practice and Mock Interviews

Deliverables	● 1 e-Learning course
	    o Developed in Articulate Storyline
	    o Includes voice-over narration
	    o Questions for final assessment
	● Job Aid: Interview best practices and sample interview questions
	● Facilitator guide for role playing and mock interviews

Learning Objectives	● Identify the company's expectations for an effective interviewing strategy ● List best practices for preparing for and conducting effective interviews
Training Outline	Welcome Slide Navigation Learning Objectives Introduction: What is the problem? HR Manager explaining to a Hiring Manager the background and why we need to change the way we prepare for and conduct

	interviews. They decide to prepare for the next interview together. Knowledge check Interview Strategies: Follow the 4 P's of effective interviewing Prompt: Don't waste the candidates' time. Scheduling and follow up should be done as promptly as possible. Good candidates will have other offers. Prepare: Have a list of questions you will ask prepared in advance so the interview stays focused on determining a good fit. People: Everyone that will be conducting interviews needs to be trained. Make sure the candidate meets the decision makers. Purpose: Remember the purpose of the interview is to find and hire good candidates. Know what you are looking for in a candidate. However, don't have a checklist. Remain flexible enough to dig deeper on a topic the candidate brings up and recognize a good fit even if they don't check all the boxes on a list. Knowledge check Interview Scenario: HR interviewer and Hiring Manager conduct and interview for a .NET/C# developer. The learner is asked to choose which question to ask the candidate or what step to take next. Celebrate: HR interviewer and Hiring Manager are excited to have a great candidate starting soon. Summary Quiz Quiz Results Congratulations
Assessment Plan	• Questions will be created during alpha programming (after the storyboard / script have been fully approved) • Graded Quiz: 5 questions, 80% passing rate, 2 attempts