Strategies for Quality Interviews-Design Document

SUBJECT	TOPICS TO INCLUDE
Business Purpose	World Class Software recognizes the need to improve the quality of interviews. The company has not spent time on training outside of the technical realm, aside from compliance training. Training HR interviewers and hiring managers on best practices for interviewing potential new hires will improve their interview technique and help streamline the hiring of quality candidates.
Target Audience	HR interviewers and HR hiring managers
Training Time	20 minutes
Training Recommendation	e-Learning course with scenarios depicting the difference in interviews when the strategies in the course are used and when they are not. These Do and Don't examples will be followed up by a review before moving on in the course.
Deliverables	- Storyboard 1 e-Learning course - Developed in Articulate Storyline - Before, During, and After Interview - Includes voice-over narration - Includes comparison-based interview scenarios - Final evaluation
Learning Objectives	- Recognize the behaviors and techniques that impact the quality of an interview - Compare and contrast interview techniques - Develop strategies to conduct a high-quality interview
Training Outline	- Introduction - Hook - Objectives - The Interview Team - Before, During, After (accordion) - Before the Interview-preparation - During the Interview-implementation - After the Interview-Decision making - Scenario A: Before the interview - Avatar running late and referencing their interview checklist - Scenario B: Before the interview

	- o Two Avatars, checking watch to be on time, discussing the specific role they need filled - Review Best Practices Before - Scenario C: During the interview - o Rookie hiring manager asking his own questions - Scenario D: During the interview - o Hiring manager glances at the list of prepared questions before asking the one she is assigned - Review Best Practices During - Scenario E: After the interview - o Team unable to decide, waits a week to meet to determine. Loses candidate to other company - Scenario F: After the interview - o Avatar tell candidate when they can expect a call - Review Best Practices After - Summary - Quiz Introduction - Final Evaluation
Assessment Plan	Quiz with 5 questions - Learner needs 80% to pass the quiz 2 attempts allowed