

Design Document

<i>Business Purpose</i>	Company X would like to improve their hiring process. More specifically, the quality and quantity of recent hires has not met company expectations. There is a strong desire to improve this situation before they recruit and hire 2000 new members to their technical team this year. A recent post-interview with HR revealed that candidates have experienced no-shows with hiring managers, differing job expectations to the postings they applied to, hiring managers with a limited understanding of the technical skills required to perform the job and a long interview process that pushes them to look elsewhere. Improving the interview process will ensure that quality candidates are added to the team in a reasonable timeframe. Company X would like to reduce the amount of negative post-interview responses from candidates by 20% before the end of the next quarter.
<i>Target Audience</i>	Hiring Managers and HR Interviewers There are varying levels of understanding of the technical skills required for this job. It's important that all hiring managers and interviewers have an appropriate depth of technical understanding to find qualified candidates.
<i>Training Time</i>	20 minutes
<i>Training Recommendation</i>	1 interactive e-Learning course (Articulate Storyline) that allows the learner to make choices in real-life interview scenarios in which the learner will interact with the content and receive feedback.
<i>Deliverables</i>	1 interactive eLearning course developed using Articulate Storyline 360 ● Voice-over narration ● Informal knowledge-check ● Scenario-based graded assessment Storyboard
<i>Learning Objectives</i>	Once learners have completed the training, they will be able to: ● Explain how to properly prepare for a Company X interview ● Identify key components of a successful interview process ● Apply the Company X hiring protocol with interested candidates
<i>Training Outline</i>	Introduction ● Optional navigation tutorial ● Outline of learning objectives ● Overview of course purpose

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	Be Prepared ● Know the job requirements ○ Define the role ○ Identify the technology/business skills candidate needs ○ Determine interview topics of discussion ○ Skip the tests ● Check-in with hiring manager ○ Confirm role requirements ○ Confirm list of questions ○ Delegation of questions Knowledge Check ● Mock Interview Scenario (poorly done) ● Multiple Choice question A Successful Interview ● Don't have a checklist ○ Be prepared to improvise ○ Leave room for growth ● Stay focused ○ Remember purpose of interview ● Respect the candidate's time ○ Do not reschedule interview, unless unavoidable ○ All decision makers are present at interview ○ Make hiring decision in a timely manner Scenario-based Assessment Summary Completion
<i>Assessment Plan</i>	1 ungraded knowledge check question ● 1 question ● Multiple Choice ● Two attempts given 1 graded final assessment ● 5 questions ● Scenario-based ● Learner must earn 80% to pass ● Unlimited attempts given