Interview Strategies that Work

Target Audience: HR interviewers, hiring managers, and recruiters

Estimated Seat Time: 20 minutes

Learning Objectives:

1. Interpret the skills of an ideal candidate.
2. Prepare yourself and other team members for the interview.
3. Demonstrate the importance of scheduling interviews in a timely manner.

Seat Time: 20 minutes

Outline:

Course Overview (Scene 1)

- Course Intro / Navigation / Objectives

Interpret Needed Skills (Scene 2)

- Multiple Candidate Scenario Question
- Interpret What is Needed: skills, job description, team, and learner
- Knowledge Check

Preparing for Interview (Scene 3)

- Where did the Interviewer Go Wrong Scenario
- Prepare for Interview: questions, topics, improvising, testing, and culture
- Train Your Team: subject matter, purpose, going off script, questions
- Knowledge Check

Scheduling Interviews (Scene 4)

- Long Interview Scenario

- Importance of Timeliness: time, offer, quick, decision
- Knowledge Check

Evaluation/Conclusion (Scene 5)

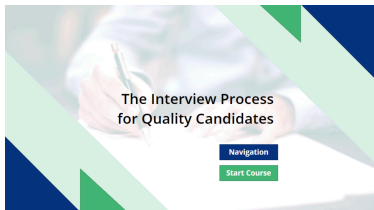- Quiz Information
- Quiz/ Quiz Questions/ Results
- Conclusion/ Course Completion

Directions:

- Please review the content for completeness and accuracy during this review.
- Focus on grammar, spelling, capitalization for the onscreen text.
- Remember that the text in the Narration/Voiceover box will not be seen on screen, so the grammar, etc. will not be shown. Read this box out loud to hear how it sounds.
- You can leave comments in the notes section of the slide or use the comment feature in the Word document, whichever is your preference.
- You can hide the margins of this document (double-click between the pages to "hide/show white space") to be able to view this document more efficiently.
- Under "slide text," the words in parenthesis will be instructions for the slide and will not appear on the screen. The layer titles in bold will also not appear on the screen but are for review purposes.
- Under "narration/voiceover," if a number is in square brackets [1] it will not be read and is for animation purposes.
- Use the following for the color scheme for the slides

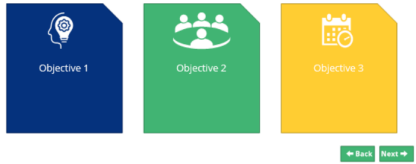| Master Slide Background	Color Scheme	Fonts	Buttons	Visuals	Animations
   ● Background Color – white ● Big Triangle – dark blue ● Small Triangle – green Note: You can change the transparency and placement of triangles and the picture border will not be on the screen.	● Blue = #2b70e4 ● Dark Blue = #06327d ● Green = #44b875 ● Yellow = #ffd034 ● Black = #000000 ● White = #ffffff ● Gray = #B9C1C7	● Headings = Open Sans Bold ● Subheading = Open Sans ● Body Text = Open Sans Light All text will either be black or white depending on background color.	Use square green buttons for submit, next & back. All buttons need hover states!	Paper: Size & color will be indicated on the slide. Arrow: Used for the navigation and various other slides. Caption (word) bubble: Color will be indicated on the slide. Information Icon: Will be black and size will match the text.	All text and pictures will float in and out.

Scene 1: Course Overview

Slide 1.1 / Menu Title: *Welcome*			Objective: n/a
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Background with different triangles in top right and bottom left corners in dark blue and green. Picture of writing with white overlay so black text can be seen. Title right aligned. Buttons right aligned with title. Example: The Interview Process for Quality Candidates Navigation Start Course	Interview Strategies that Work (title) Navigation (button) Start Course (button)	Welcome to the course Interview Strategies that Work. We believe that to hire the best people, you need a good interviewing strategy. This course will give you ways to improve your interviews in order to hire the best candidates possible. If you would like an overview of the course controls, click the navigation button. If you would like to immediately begin the course, click the start course button.	Title and background begin on screen. Buttons float in with audio. ● Navigation button links to slide 1.2 ● Start Course button links to slide 1.3
Notes:			

Slide 1.2 / Menu Title: *Navigation*			Objective: n/a
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Master Slide Background with Slide Title and picture of interview behind it with white overlay to see the black text Use arrows to point to each part of the navigation slide.	Navigation (title)	On the left side of the screen is the menu where you can see your progress in the course. On the bottom of the screen is the player where you can play or pause the audio on the slide, replay the slide, or control the volume of the slide. The back button will take you to the previous slide and the next button will take	Title and background begin on the screen. Arrows float in with audio and float out once the audio is over. Leave the next button arrow up and highlight/pulse it when it says, "click next to continue."

		you to the next slide. When you are ready, click the next button to continue.	
Ex. of arrows to point and next/back buttons Navigation ‹ ← Back Next →			

Notes:

Slide 1.3 / Menu Title: *Course Objectives*			Objective: 1-3
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Master Slide Background (with no triangles at top) with Title Each objective will be put inside the "paper" with a related icon. Skill icons Team members/interview icon Schedule/time icon	Course Objectives (Title) After this course you will be able to… Interpret the skills of an ideal candidate. Prepare yourself and other team members for the interview. Demonstrate the importance of scheduling interviews in a timely manner.	After this course you will be able to Interpret the skills of an ideal candidate. Prepare yourself and other team members for the interview. And demonstrate the importance of scheduling interviews in a timely manner. Click on each paper to learn about that topic. You must go to each topic before you can continue.	Title will already be on the screen. On screen text and icons will come in together and will be timed with audio. Objectives will float in and stay on screen. Each paper needs to have a hover state and visited state (gray). Hide the next button until all the objectives have been visited. Change the info icon instructions to "Click next to continue." Once the learner has gone to all the objective slides. ● Skills objective links to slide 2.1

Example:	(info. Icon) Click on each paper to continue.		
Notes:			

Scene 2: Interpret Needed Skills

Slide 2.1 / Menu Title: *Candidate Scenario*			Objective: 1
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Background is an office building, and title is Candidate Scenario. There will be three characters: Candidate 1: Laura, Candidate 2: Brandon, Candidate 3: Al. Example background and characters: 	**Base Layer:** Candidate Scenario (title) Candidate 1: Laura (subtitle) ● New graduate, little experience ● Meets job requirements ● Eager to learn ● Team player Candidate 2: Brandon (subtitle) ● Experience ● Meets job requirements	Here is a hypothetical scenario. As you hear about the different candidates, determine which candidate you would choose for the position. The candidates are [1] Laura, [2] Brandon, and [3] Al. [4] The first candidate Laura has just graduated college [5]and is looking to get into the business full time. She has done internships and worked on projects but has not yet had a full-time position. [6]She meets all the job requirements and is [7] eager to learn all that she can about this job. [8] She is willing and able to work well with others. [9] The second candidate Brandon has been in the [10] business a while and is looking for a new start after he was laid off due to budget cuts. [11] He knows all the systems and	Background and characters start on screen with the title Candidate Scenario. [1-3] Synched with audio, have an arrow float in and out at and point to each character. Use dark blue, green, and yellow for the arrows. [4] All characters except Laura float out. Laura's on screen on the left and on the right side of the screen is a white box that floats in with the subtitle "Candidate 1: Laura." [5-8] Her bullet points are aligned with the audio.

Characters float in while they are described. Their characteristics (on screen text) float in with the audio, then they float out and it brings you the next candidate.

Character will be on the left side of the screen. On the right side of the screen will be a white rectangle box with 30-40% transparency so that you can see the black text for the on screen text.

Example:

Candidate Scenario — Candidate 1: Laura
➢ New graduate, little experience
➢ Meets job requirements
➢ Eager to learn
➢ Team Player
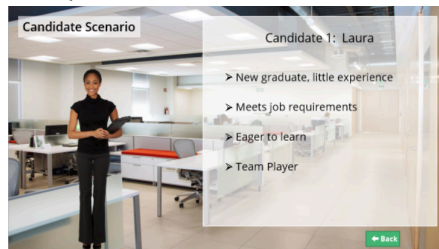
Once all the characters have been discussed in the audio, float out everything.

Use a white overlay to cover the background (so text can be seen) and use an important icon with an exclamation mark for the audio about the hiring manager's information.

- Team player
- Has a hard time learning new systems

Candidate 3: Al (subtitle)
- Experience
- Meets job requirements
- Does not like change
- Prefers to work alone

Which candidate do you think would be the best for the position?
- Laura, because she is willing to learn.
- Brandon, because he is a team player.
- Al, because he has the most experience.

Laura Layer:
Laura would be a good choice because although she is new to the field, she has some experience and is willing to work hard to learn and be part of a team

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required technologies for the job. [12] He is a team player but has a [13] hard time learning new systems.

[14] The third candidate Al has the most experience in the field. [15] He meets all the qualifications for the job description. [16] Since he has been in the field a long time, he [17] does not like change and having to learn new software and frameworks. [18] He also prefers to work alone.

[19] The hiring manager informs you that they have added to the job requirements and are unsure if any of the candidates would be a good fit anymore. They bought a new system and there is a lot that goes into learning it.

[20] Which candidate do you think would be the best for the position?

Click on the candidate you think would be the best for the job.

Laura Layer:
Laura would be a good choice because although she is new to the field, she has some experience and is willing to learn the new system and be a part of the team. However, this is why it is so important for a hiring manager and recruiter to communicate so that these situations do not occur.

Brandon Layer:

When audio about Laura is over, she and all the text relating to her float out. The rectangle box stays.

[9] Brandon floats in with the subtitle in the box "Candidate 2: Brandon."

[10-13] His bullet points are aligned with the audio.

When the audio about Brandon is over, he and all the text relating to him float out. The rectangle box stays.

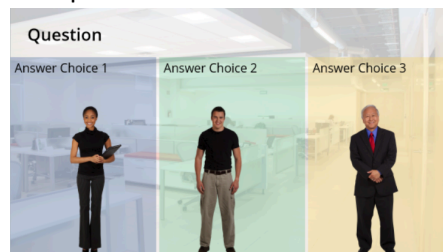[14] Al floats in with the subtitle in the box "Candidate 3: Al."

[15-18] His bullet points are aligned with the audio.

When the audio about Al is over, everything floats out.

[19] White overlay floats in with an exclamation icon with the information from the hiring manager. After that part of the audio is done, the exclamation icon floats out.

After that is done, float in the questions and answers. Each answer choice will be a hot spot with the character underneath that will link to their name layer. Example: Question Answer Choice 1 Answer Choice 2 Answer Choice 3 Once a character has been clicked it will lead to that layer. On the layer, the other characters will float out while that candidate is talked about. On each answer layer, the next button should be visible/clickable with the click next to continue instructions.	(info. icon) Click next to continue. **Brandon Layer:** Brandon would be an acceptable choice because he does have experience and could work well with his team. He would just need to work on learning the new software for the job so he could do it well. (info. icon) Click next to continue. **Al Layer:** Al might not be the best choice since he does not like working within a team and would have a hard time with learning the new software to do the job. (info. icon) Click next to continue.	Brandon would be an acceptable choice because he does have experience and could work well with his team. He would just need to work on learning the new system so that he could do the job. This is why it is so important for a hiring manager and recruiter to communicate so that these situations do not occur. **Al Layer:** Al might not be the best choice since he does not like working within a team and would have a hard time with learning the new software to do the job. However, if he were willing to work at it, he could be a valuable asset. This is why it is so important for a hiring manager and recruiter to communicate so that these situations do not occur.	[20] The question and the answer choices will float in and be hotspots with the characters beneath. Layer Instructions: After a character has been chosen, the other characters will float out on that layer while the narration talks about the selected candidate. The next button should be visible on each of the layers so that the learner can move on to the next slide. Once the narration on the layer is complete, the instructions "click next to continue" should float in.

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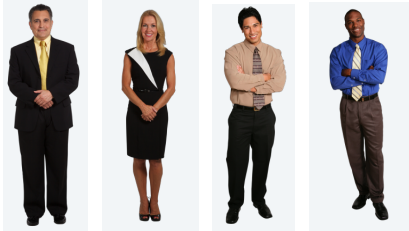| Slide 2.2 / Menu Title: *Interpret What is Needed*			Objective: 1
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Master Slide Background with no triangles and title: Interpret what is Needed. Background picture of an office. Title in a text box with a white gradient so you can see the black text. Black gradient overlay fades in. In a box shape that fills most of the screen there should be four rectangles – dark blue, blue, green, and yellow. You can change the transparency of the rectangles to make it look right with the background you choose. Example: Interpret What is Needed Each rectangle will have a title centered in it relating to the information. ● Dark blue – Skills	**Base Layer:** Interpret what is Needed (title) ● Skills (text in dark blue rectangle) ● Job Description (text in blue rectangle) ● Team (text in green rectangle) ● Learner (text in yellow rectangle) (info. icon) Click each box to learn more. (info. icon) Click next to continue. **Skills Layer:** Know all the skills an ideal candidate needs to have. **Job Description Layer:** Ensure that the job description accurately	To get quality candidates and not waste your time or others,[1] it is very important to define the job and the skills needed for it. [1] Click each box to learn about what you need to secure a good candidate for your company. **Skills Layer:** You must ensure that you know all the skills an ideal candidate needs to have for the job. This includes all the technologies that will be involved with the position. If you do not know what you are looking for, then you should not start the interview process until that has been decided. **Job Description Layer:** It is important that the job description accurately reflects the role you are hiring for. If the scope of the role changes that needs to be communicated to all involved to ensure that the proper candidates are chosen. We do not want to waste anyone's time or give them a bad opinion of the company due to a lack of communication between recruiters and hiring managers. Recruiters need to make sure that they have the complete job description before sending the client candidates. **Team Layer:**	Slide starts with background, picture, and title. [1] Fade in black gradient overlay on background picture [2] The 4 boxes to click on will wheel in with the audio. There should be hover states and a visited state (gray) for each box. The next button should start off hidden and then appear once each box has been clicked. Other layers should be clickable on the current layer so that the learner can move on. Check the settings so that if a user clicks around on the layers there are not two different audios playing at the same time.

• Blue – Job Description • Green – Team • Yellow - Learner When the learner clicks on the box, the title will disappear, and the text will appear and the narration for that layer.	reflects the role you are hiring for. **Team Layer:** Pick a candidate that will fit into the team they are joining. **Learner Layer:** Choose a candidate that will learn what they do not already know.	Not only do you want your candidate to have the necessary technical skills for the job, but you also want to consider the culture of the office and the team they will be joining. You want a candidate that will fit into the team culture and dynamic as well as having the needed skills for the job. **Learn Layer:** Good candidates should not be eliminated just because they don't fit every single box on your checklist. Software changes all the time. You want a candidate that is adaptable and flexible that will learn what is needed to do the job whether that's a new software or new framework. Look for candidates that will learn what is needed to do the job.	
Notes:			

Slide 2.3 / Menu Title: *Knowledge Check*			Objective: 1
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Master Slide Background with title: Knowledge Check Instructions underneath the title of what the learner needs to do (on screen text) Question and answer choices below. Example of slide:	**Question Layer:** Knowledge Check (title) (instructions) Use what you have learned so far to answer the question. Drag your response to the blank in the question and press submit when finished.	Let's check what you have learned so far. Complete the question by dragging your response to the blank and press submit when finished.	All items appear on screen at once. User reads the question, selects an answer, then presses the submit button. This is a word bank question. Shuffle answers, two attempts. Continue button links to objective slide = 1.3

Can add a color behind the text to give the slide some definition. Use blue, green, or yellow of any transparency.

You must make sure that the _____ is set before you start the interview process.

- Questions for the interview
- Job description (correct)
- Interview schedule
- Hiring manager

Correct Layer:

That's right! The job description must be set before you start the interview process.

Try Again Layer:

That is incorrect. Please try again.

Incorrect Layer:

You did not select the correct response.

The job description must be set before you start

	the interview process, otherwise you are wasting everyone's time.		
Notes:			

Scene 3: Prepare for Interview

Slide 3.1 / Menu Title: *Interview Scenario*			Objective: 2
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Master slide background with no triangles, title Interview Scenario on screen. Slide background is an office setting with three interviewers and one candidate. Example background image: Example Characters: Glenn Gail Ron Brian Glenn, Gail, and Brian should be on one side of the screen and Ron on the other who is being interviewed.	**Base Layer:** Interview Scenario (title) (The following bullets are all in separate caption bubbles for the specified character.) ● (Gail) Good morning, Ron and welcome to our company. ● (Ron) Thank you for having me. ● (Gail) We will go ahead and get started and test your technical knowledge for this position, what is the purpose of an inner join in an SQL server? ● (Ron) The inner join is one of the most used joins in SQL Server. The inner join allows you to query data from two or more related tables and find the commonality	You will hear an interview scenario. As you listen to part of this interview, think about ways this could be improved. The hiring manager, [1] Gail has figured out all the necessary technical skills a candidate needs for the job. She is now ready to interview candidates. She and her team members [2] Glenn and [3] Brian are about to interview [4] Ron. They have not come up with questions beforehand and are going to come up with questions on the spot. [5] (Gail's voice) Good morning, Ron and welcome to our company. [6] (Ron's voice) Thank you for having me. [7] (Gail's voice) We will go ahead and get started and test your technical knowledge for this position, what is the purpose of an inner join in an SQL server? [8] (Ron's voice) The inner join is one of the most used joins in SQL Server. The inner join allows you to query data from two or more related tables and find the commonality between the two tables.	*Multiple Response Quiz Slide* Background and characters start on screen with title Interview Scenario. [1-4] When mentioned, have an arrow float in and out and point to each character. Use dark blue, blue, green, and yellow for the arrows. [5-15] Text caption bubbles float in and out for each character's speech that is timed with the audio. [16] After the characters are done talking float out the characters, text bubbles, title, and back button. Float in the White Overlay <mark>Back button links to objective slide = 1.3</mark> [17] Float in Question, Answers, and custom submit button

|			
Caption bubbles for text from characters should be white with a black outline. Once the characters are done talking the characters, text bubbles, and back button float out. White overlay floats in along with questions and answers. Example: Question Answer 1 Answer 2 Answer 3 Answer 4	between the two tables. ● (Brian) What is the purpose of an outer join? ● (Ron) Well the outer join returns a set of records that include what an inner join would return, but also includes other rows that do not have a corresponding match. There are three types of outer joins, the left outer join, the right outer join, and the full outer join. ● (Glenn) Have you mastered the SQL DML dialect of given database and learning relational database paradigm yet? ● (Ron) I am learning more about it every day and willing to	[9] (Brian's voice) What is the purpose of an outer join? [10] (Ron's voice) Well the outer join returns a set of records that include what an inner join would return, but also includes other rows that do not have a corresponding match. There are three types of outer joins, the left outer join, the right outer join, and the full outer join. [11] (Glenn's voice) Have you mastered the SQL DML dialect of given database and learning relational database paradigm yet? [12] (Ron's voice) I am learning more about it everyday and willing to take any help that I can to master it. [13] (Glenn's voice) I mastered that before I got my job here. [14] (Gail's voice) On to the next question, we have a team in place that you will be joining. How do you feel about working collaboratively on a team? [15] (Ron's voice) I love working with a team because we can help each other problem solve and come up with solutions. [16] The interview continues along the same vein.	Answer choices should be shuffled on each attempt.

	take any help that I can to master it. ● (Glenn's voice) I mastered that before I got my job here. ● (Gail) On to the next question, we have a team in place that you will be joining. How do you feel about working collaboratively on a team? ● (Ron) I love working with a team because we can help each other problem solve and come up with solutions. Which part of the interview could use improvement? Select three answers. ● Glenn asking a hard question to feel superior to Ron. (correct) ● Brian asking a question that also covered the answer	[17] Which part of the interview could use improvement? Select three answers, then click submit.	

	to Gail's question that was already asked. (correct) ● Gail asking about how Ron would work with a team. ● The team not preparing questions to ask the candidate ahead of time. (correct) (info. Icon) Click the submit button to submit your answer. **Correct Layer:** That's right! These three parts of the interview could be improved, and we will find out exactly how to do that. **Try Again Layer:** One or more of your answers are incorrect, please try again. **Incorrect Layer:** You did not select the correct responses. We will learn next how to best		

	improve the interview process.		
Notes:			

<table>
<tr><td colspan="4">Slide 3.2 / Menu Title: Prepare for the Interview   Objective: 2</td></tr>
<tr><td>Visual / Display:</td><td>Slide Text:</td><td>Narration / Voiceover:</td><td>Animation / Interaction:</td></tr>
<tr>
<td>Master Slide Background with no triangles and title: Prepare for the Interview. Background picture of an planning with white overlay or color changed so you can see the black text.

Example:

There will be five rectangles that will float in on the left side of the screen. Use the colors gray, dark blue, blue, green, and yellow for the rectangles. This will be an accordion interaction.

Example of background design:</td>
<td>Base Layer:
Prepare for the Interview (title)

(info. Icon) Click each rectangle to learn more.

(info. Icon) Click next to continue.

(Rectangle Titles)
Topics
Questions
Improvising
Testing
Culture
Topics Layer:
Determine the major topics and a few questions for each of those topics.

Questions Layer:
Make sure your questions are important to the job.</td>
<td>This is the hard part. In order to prepare for the interview, you have to know the basic outline of every question you are going to ask the candidate in advance. You must be prepared otherwise you are wasting everyone's time.

Click on each rectangle to learn more about what to do to prepare for an interview.

Topics Layer:
Determine the major topics in your interview. For each topic, determine which questions you need to ask to be confident the candidate knows the information. You have limited time, so pick your questions carefully. For example, if you ask a candidate "what is the purpose of a left outer join?"</td>
<td>Title and rectangles on screen at the start.

This will be an accordion interaction where each layer is a rectangle labeled with the layer title.

The accordion will open when clicked on and closed when clicked on again.

The onscreen text will be timed with the audio and float in for each layer along with the picture.

Switch instructions from "click on each rectangle" to "click the next to continue" once all layers have been visited.</td>
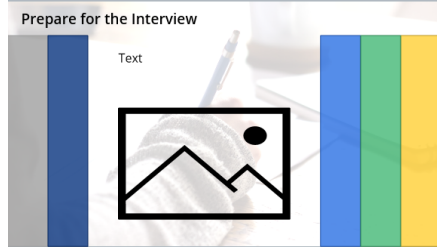</tr>
</table>
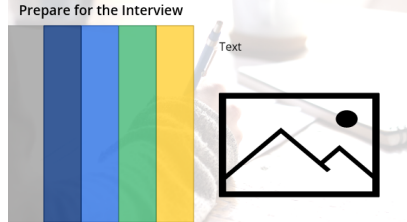
These titles will be inside of the rectangles vertically:
Topics
Questions
Improvising
Testing
Culture

Each rectangle will slide over when clicked to give the information.

Example of slide graphics after moving:

Topics Layer:
On screen text
Image: a topic with questions underneath
Ex.

(caption bubble) Which is your favorite sports team?

Improving Layer:
Be willing to improvise.
(caption bubble) Tell me more about that…

Testing Layer:
We do not recommend coding tests.

Culture Layer:
You want a new hire who will fit into the culture of your business.
(caption bubble) What would a work-life balance look like to you?

and they answer it quickly and correctly, then you don't need to ask about inner joins because it show they already have that knowledge.

Questions Layer:
Make sure your questions are important to the job. Asking off the wall questions or questions which you know the candidate can't answer is a waste of time.

Improvising Layer:
Be willing to improvise. Many times, a candidate will say something that you want to dig deeper into. This is an excellent opportunity to learn even more about their skills. The list of questions is a guide.

Testing Layer:
We also don't recommend coding tests. When people write code, they don't do it under pressure with people watching them, so don't do that in an interview.

Culture Layer:
A new hire must also match in business acumen and culture. Ask a few questions relating to

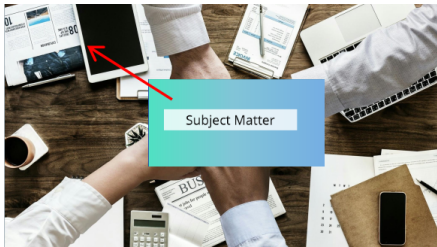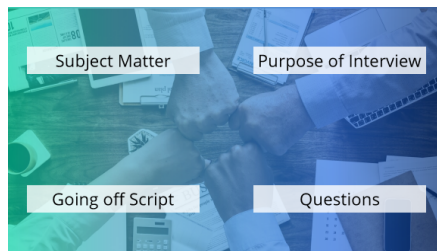|			
Questions Layer: On screen text Image: character with onscreen text bubble **Improvising Layer:** On screen text Image: character with onscreen text bubble **Testing Layer:** On screen text Image: testing Ex. **Culture Layer:** On screen text Image: puzzle fitting together Ex.		your business and culture which you would need in order to make a decision. The interview is not just to know what the candidate can do for you, but to get to know them on a business and personal level.	
Notes:			

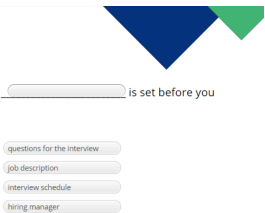| Slide 3.3 / Menu Title: *Train Your Team*			Objective: 2
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Background of office team with title: Train Your Team Example: Example of star and text: Example of Motion Path: 	Train Your Team (title) Always Be Prepared! Subject Matter Going off Script Purpose of Interview Questions	Your interviewers must be trained to interview properly. Just because your interviewer is a brilliant software developer doesn't mean he's a brilliant interviewer. [1] Without preparation, an interview comes down to asking questions about hobbies, last night's game, and the weather. You may learn a lot about the candidate's personality, but you won't know if they can do the job. [2] [3] The interviewer must be knowledgeable about the subject matter and be able to ask the questions you have defined. They also have to know if the answer given is correct or incorrect and understand the variations of possible answers. [4] In addition, a good interviewer will go off script based on answers and dig a little deeper into a person's	Background image is present with slide title. [1] Float in transparent star and text "always be prepared" [2] Float out star, text, and title [3-6] On screen text starts in the center of the screen, then bring in the shading and animate it using a motion path to move it to the correct corner of the screen. Move to the next slide when the timeline ends.

| End of Motion Path Look: | | skills. This is what you want in an interviewer. An online test can't do any of those things. Anyone can Google answers to a multiple-choice test and get it right. Ensure your team can ask thought provoking questions that are on topic.

[5] The purpose of the interview is not for your interviewers to feel smart about themselves or to make the candidate cry. This does not accomplish the point of the interview which is to find a candidate that knows the information. Make sure your team is aware of this and does not try to put down the candidate to make themselves look better.
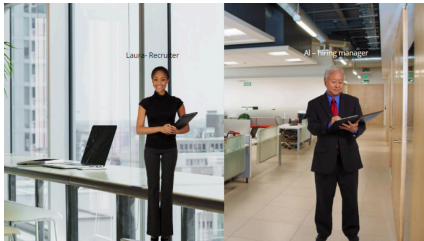
[6] If you have multiple interviewers, have them use a subset of the questions you have created to make the interview process smooth. Your team should know ahead of the interview what questions and subjects they will be assigned to ask the candidate. | |
|---|---|---|---|
| Subject Matter   Purpose of Interview

Going off Script   Questions | | | |
| **Notes:** | | | |

Slide 3.4 / Menu Title: *Knowledge Check*			Objective: 2
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Master Slide Background with title: Knowledge Check Instructions underneath the title of what the learner needs to do (on screen text) Question and answer choices below Example of slide: Knowledge Check instructions You must make sure that the _____ is set before you start the interview process. questions for the interview job description interview schedule hiring manager	**Question Layer:** Knowledge Check (title) (instructions) Use what you have learned so far to answer the question. Select the best two responses and press submit when finished. Which of the following are ways that you can prepare for the interview? Choose two answers. ● Set up a coding test for candidates to take when they arrive. ● Train your team on what they should do during an interview. (correct) ● Know the topics and the questions to ask in the interview. (correct) ● Have members from all departments in the interview even if they don't know the content. **Correct Layer:** That's right! It is important to know the questions and train your team to prepare for an interview.	This question will test what you have learned about preparing for an interview. Select the best two responses and press submit when finished.	All items appear on screen at once. User reads the question, selects an answer, then presses the submit button. This is a multiple response question. Shuffle answers, two attempts. Continue button links to objective slide = 1.3

	Try Again Layer: One or more of your answers are incorrect. Please try again. **Incorrect Layer:** You did not select the correct response. You must know the topics and questions for the interview and train your team in order to successfully prepare.		
Notes:			

Scene 4: Scheduling Interviews

Slide 4.1 / Menu Title: *Timing Scenario*			Objective: 3
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Background is split in two with two different office scenes and the characters Antonio and Nicole Example Background: Example Characters:	Timing Scenario (title) Which of the following are ways that would have helped the company get through this process in a timelier manner? Select three answer choices. ● Ensuring James was in the interview with Harriet if he has final approval of team members. (correct) ● Not making Antonio wait an hour when he had a scheduled meeting with James. (correct)	As you listen to this scenario, think about what you would do if you were this candidate. [1] Antonio is a very qualified candidate. He has already had one phone interview with [2] Nicole the recruiter to make sure he was qualified for the role,[3] and an intensive interview with [4] Harriet, the hiring manager. [5] James, the team leader who get final approval of new team members	*Multiple Response Question* Background images and characters Antonio and Nicole start on the screen [1] arrow floats in points to Antonio and floats out [2] arrow floats in points to Nicole and floats out [3] Background and characters disappear and office background floats in with characters Antonio

Antonio   James   Harriet   Nicole

[1-2] Background split as seen in example and characters Antonio and Nicole are talking on the phone to each other.
- use same color arrow for all characters

Ex. arrow

[3] Different office background for the whole slide. Characters Antonio, Harriet, and James are on the screen.

[5] Ex. symbol

- Communicating with Antonio about the process and why there was a delay of two weeks before a decision was being made. (correct)
- Getting Antonio to come back for a fourth interview with the company.

(info. Icon) Click the submit button to submit your answer.

Correct Layer:
That's right! These three things would have helped the company speed up the interview process.

Try Again Layer:
One or more of your answers are incorrect, please try again.

Incorrect Layer:
You did not select the correct responses. We will learn next the importance of timeliness in an interview process.

---

was [5] out of the office on the day that he came in for the interview with Harriet. He was scheduled to come back the next week to meet James.

[6] Antonio was waiting for this meeting; he began to take interviews at other companies to ensure he found the company that was the right fit for him. [7] That next week when he came back to the office to meet James. James was in a meeting and had Antonio wait an hour. [8] James finally arrived and was able to briefly chat with Antonio about the role. James told Antonio that he would hear from someone within the next two weeks. [9] During that wait time, Antonio was offered a job with a rival company which he accepted.

[10] Which of the following are ways that would have helped the company get through this process in a timelier manner? Select the best three answer choices.

---

and Harriet with James off to the side

[4] arrow floats in, points to Harriet, and floats out

[4] arrow floats in points to James and floats out

[5] stop symbol floats in over James

[6] Characters float out and big clock floats in

[7] Clock floats out, Antonio floats in.

[8] James floats in

[9] Characters float out, offer icon floats in

[10] offer icon floats out, question, answers, and submit button float in

Answer choices should be shuffled on each attempt.

Back button links to objective slide = 1.3

[6] Ex. clock			
[10] Ex. icon			
Notes:			

Slide 4.2 / Menu Title: *Importance of Timeliness*			Objective: 3
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Master slide background with title: Importance of Timeliness with four big puzzle pieces in the middle of the slide. Puzzle piece colors: dark blue, blue, green, yellow Example:	Importance of Timeliness (title) (Hover State of Puzzle Pieces) ● Time ● Offer ● Quick ● Decision (info. Icon) Click on each puzzle piece. (info. Icon) Click next to continue.	There are four pieces to timeliness that fit together to help you make sure that you get quality candidates for your company. [1] Click on each puzzle piece to hear about the importance of timeliness. **Time Layer** Do not waste a good candidate's time. Cancelled interviews, no-shows, and making candidates wait a long time even when they have an appointment wastes their time	Background starts on screen with title and puzzle pieces. [1] information icon and instructions float in Learner will hover over to see topic and click on each puzzle piece to hear the audio on each layer. Once each layer has been visited, change the instructions from "click on each puzzle piece" to "click next to continue."

Each puzzle piece will be linked to a layer and the hover state will have text with the layer name centered inside the puzzle piece and will link to that layer. Dark Blue = Time Blue = Offer Green = Quick Yellow = Decision		and shows them that they are not important to the company. If this happens, most candidates will choose to go with a company who will make them a priority. **Offer Layer:** Our company is not the only opportunity available to the candidate. You are competing against other companies for candidates just like candidates are competing against other candidates for you job. If they are a good quality candidate, make them an offer as soon as possible you can make the process smooth and quick. **Quick Layer:** One of the things that turns off a candidate is when they have to have multiple interviews. Many candidates will take another job while waiting for a second or even third face-to-face interview. This is a huge risk if you have a candidate that has experience and all the qualifications. If you like the candidate, chances are another company does too.	

		Decision Layer: Have all the decision makers involved in the interview process from the start so that the company can efficiently make a decision about the candidates you interview. This will make the candidate feel you value their time and will help you fill positions in a timely manner so that no one on the team is overworked.	

Notes:

Slide 4.3 / Menu Title: *Knowledge Check*			Objective: 3
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Master Slide Background with title: Knowledge Check Instructions underneath the title of what the learner needs to do (on screen text) Question and answer choices below Example of slide:	**Question Layer:** Knowledge Check (title) (instructions) Use what you have learned so far to answer the question. Select the best two responses and press submit when finished. Which of the following are things that you should do in an interview? Choose two answers.	Timeliness in an interview is key. This question will check what you have learned so far. Select the best two responses and press submit when finished.	All items appear on screen at once. User reads the question, selects an answer, then presses the submit button. This is a multiple response question. Shuffle answers, two attempts. Continue button links to objective slide = 1.3

You must make sure that the _____ is set before you start the interview process.

questions for the interview

job description

interview schedule

hiring manager

- Always make sure that the candidate has at least three interviews to make sure they are a good fit.
- Always have all the decision makers in an interview so that the candidate meets all the important people at once. (correct)
- Always cancel at least one interview with a candidate to put them in their place.
- Always communicate the timeline with the candidate and get them a decision as soon as possible. (correct)

Correct Layer:

That's right! It is important to communicate with the candidate and make sure they meet all the decision makers.

Try Again Layer:

One or more of your answers are incorrect. Please try again.

Incorrect Layer:

You did not select the correct response.

	It is important to communicate with the candidate and make sure they meet all the decision makers.		
Notes:			

Scene 5: Evaluation/Conclusion

Slide 5.1 / Menu Title: *Quiz Information*			Objective: n/a
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Master Slide background with screen divided: half a picture of a laptop and paper, half the quiz information and text. Example Image: Each bullet point will be a triangle, or you can use the arrows from the navigation tab. ▪ Example bullet	End of Course Quiz (title) You have now reached the end of course quiz. ● Three question quiz ● Score 100% to pass ● After you have selected your answer, click the SUBMIT button. (info icon) Click next button to begin the quiz.	You have now reached the end of course quiz. Now you will take a three-question quiz to test your knowledge over the content covered in the course. You must score a one hundred percent to pass the course and receive your certificate. After you have selected your answer to the question, click the submit button to continue. You can take as much time as you need to answer the questions. If you do not pass the first time, you may take the quiz again. When you are ready, click the next button to begin the quiz.	Title and picture begin on screen. On screen text is synched with audio. ==Back button links to objective slide 1.3==
Notes:			

Slide 5.2 / Menu Title: *Question 1 (hidden from menu)*			Objective: 1
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Master Slide Background with title: Question 1 Question underneath the title. Answer choices below question. Example:	Question 1 (title) Which of the following are positive skills of an ideal candidate? Select four responses. ● Match the job description (correct)	n/a	Everything begins on screen. Multiple response question. One attempt, shuffle answers, no feedback.

Question	• Does not know all the basic system functions of the required technology. • Know all the technology required for the job (correct) • Have the interpersonal skills to work on a team (correct) • Adaptable and willing to learn what they do not already know. (correct) • Prefers to work alone and communicates infrequently with teammates.

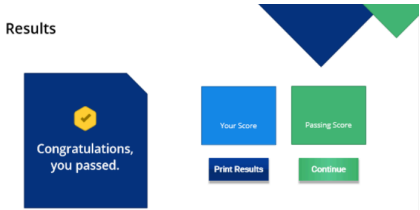**Notes:**

Slide 5.3 / Menu Title: *Question 2 (hidden from menu)*			Objective: 2
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Master Slide Background with title: Question 2 Question underneath the title. Answer choices below question. Example: Question 2 Question goes here... b c a d	Question 2 (title) Which of the following is NOT a way to prepare for an interview? • Define your major topics and create two to three questions for each topic. • Create a few questions to gauge whether the candidate will fit into your company's culture.	n/a	Everything begins on screen. Multiple choice question. One attempt, shuffle answers, no feedback.

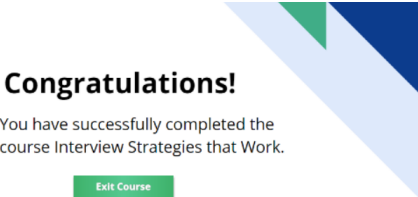|	● Train you team and make sure they know what questions to ask the candidate. ● Ask an expert in the field for a list of questions the candidate should be asked, but only have a vague knowledge of the correct answer. (correct)		

Notes:			

Slide 5.4 / Menu Title: *Question 3 (hidden from menu)*			**Objective: 3**
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Master Slide Background with title: Question 3 Question underneath the title. Answer choices in boxes below question. Use a matching drop down for the learner to complete the sentence's blank. Example:	Question 3 (title) Complete the sentence with a word from the drop down beside it. ● Do not waste a good candidate's _____. (time) ● Make the interview process as _____ as possible to not lose quality candidates. (quick) ● Do not make a candidate _____ because they did not meet all the decision makers due to poor scheduling. (wait) ● Make an _____ to the candidate as soon as possible	n/a	Everything begins on screen. Free form drag and drop question. One attempt, shuffle answers, no feedback.

Complete the following paragraph with the words in the blank. Sentence with a _____ for 1. [a ▾] Sentence with a _____ for 2. [b ▾] Sentence with a _____ for 3. [c ▾] Sentence with a _____ for 4. [d ▾]	because other companies are competing too. (offer)

Notes:

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Below is an example of the Results slide layout. Results Congratulations, you passed. Your Score Passing Score Print Results Continue *Results slide color scheme can changes as long as it is in the company scheme* In the big paper, put the feedback (Congratulations/Sorry) Underneath the scores, put the buttons to either Print	Results (title) **Success Layer:** Congratulations, you passed. Your Score Passing Score Print Results (button) Continue (button) **Failure Layer:** Sorry, you did not pass. Review your answers and try again. Your Score Passing Score	**Success Layer:** Congratulations, you have passed the quiz. Click the Print Results button to print off a certificate for your records. Click the continue button when you are ready to proceed. **Failure Layer:** Sorry, you did not pass the quiz. Please review your answers and try again. Click the Review Quiz button to go through and review your answers. Click the Retry Quiz button when you are ready to re-take the quiz.	Title and feedback will begin on screen. The buttons will float in with the audio. **Success Layer:** Button to Print Results Button to Continue **Failure Layer:** Button to Retry Quiz Button to Retake Quiz

Results/Continue or Review Quiz/Retry Quiz	Review Quiz (button)		
	Retry Quiz (button)		
Notes:			

Slide 5.6 / Menu Title: *Conclusion*			Objective: 1-3
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Example: **Congratulations!** You have successfully completed the course Interview Strategies that Work. Exit Course	Congratulations (title) You have successfully completed the course Interview Strategies that Work. Exit Course (button)	Congratulations, [1] you have successfully completed the course Interview Strategies that work. Interviewing is difficult, but it is extremely important to us becoming the company we want to become. [2] Click the Exit Course button to record your results and exit the course.	Background and title text start on screen. [1-2] Float in the on-screen text synched with the audio.
Notes:			