

7 Effective Interview Strategies - Storyboard

Mandy Harvey

Target Audience: HR Interviewers, hiring managers, and recruiters

Learning Objectives:

1. Describe the 7 interview strategies used to acquire high quality job candidates
2. Practice using the 7 interview strategies to make decisions in the interview process

Learning Level: Performance

Outline:

- Course Intro / Navigation
- Objectives
- Content: 7 Effective Strategies- one slide for each strategy
- Knowledge Checks throughout content
- Summary
- Assessment instructions
- Quiz
- Congratulations

Directions:

NOTES FOR REVIEWERS:

- ❖ Seat Time: 12 minutes
- ❖ Text in the narration/voice over column will be narrated audio.
 - This text may include connecting words or phrases that would not be in the written on-screen text.

- Learners will hear, but not see, this text.
 - ❖ Please focus on the accuracy and completeness of the content during this review.
 - ❖ Please provide changes via Track Changes or Editing mode.
 - ❖ Place comments in the Notes column.
-
- ❖ **Company branding colors: #246EB9 and #05F140- include branding colors throughout entire course**
 - ❖ **Human avatars will be business related, but will vary in gender, race, and age throughout the course.**

Module Resources/References: none at this time

Slide 1.1 / Menu Title: <i>Introduction</i>			Objective: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Full screen background image of the corporate office in black and white appears at the beginning of the slide. Pair of parallelograms using branding colors, title, and company logo at beginning of first audio. On screen text synced with audio Select Start to Begin Course text and Start button appear with second audio	7 Effective Interview Strategies Select Start to Begin Course START	<i>Welcome to the 7 Effective Interview Strategies course. You will have the opportunity to learn and practice interview strategies to help ensure we acquire quality employees to fulfill our business needs.</i> <i>When you are ready to begin, select the Start button.</i>	Animated parallelograms, title, and company logo enter from left START button
Notes: Company branding colors: #246EB9 and #05F140- include branding colors throughout entire course Human avatars will be business related, but will vary in gender, race, and age throughout the course. Disable the next/back button. When user clicks START button, continue to the next slide.			

Slide 1.2 / Menu Title: <i>Navigation</i>			Objective: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Full screen background image: business desk, transparent layer on top Title and pair of parallelograms using company branding colors at top left appear at the beginning of the slide. As first audio continues, arrows will appear to indicate which button to click for that specific action. Arrows will disappear when the first audio ends. NEXT button will appear with second audio for the user to continue.	Navigation Select the NEXT button to continue	<i>Here are a few simple tools to help you navigate this course. To move backward and forward in this course, please select the previous and next buttons. If you would like to replay this slide, select the refresh button. If you need to pause the course, select the play/pause button. If you want to navigate to a different section in the course, select the menu button.</i> <i>Let's get started. Select the NEXT button to continue.</i>	NEXT button
Notes: Disable the next button until the end of audio.			

Slide 1.3 / Menu Title: <i>Objectives</i>			Objective: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Title and pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Human avatar (business man/woman in presenting pose) on right appears at beginning of slide On screen text synced with audio Each objective will display inside a box with a small parallelogram (in place of bullet point).	Objectives After completing this course, you will be able to: - Describe the 7 interview strategies used to acquire high quality job candidates - Practice using the 7 interview strategies to make decisions in the interview process	<i>At X, we want to recruit and acquire the highest quality candidates for our team. By developing effective strategies, we can ensure consistent methods for interviewing. This will also help our candidate's impression of our company with a professional, yet efficient interview experience.</i> <i>After completing this course, you will be able to:</i> - <i>Describe the 7 interview strategies used to acquire high quality job candidates</i> - <i>Practice using the 7 interview strategies to make decisions in the interview process</i>	Animated text with audio from left
Notes: slide auto advances at end of audio Disable next button			

Slide 2.1 / Menu Title: <i>7 Effective Interview Strategies</i>			Objective: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Background- office space, transparent layer on top Title	7 Effective Interview Strategies	<i>Let's learn more about the 7 Effective Interview Strategies to help recruit and acquire the best candidates for our team.</i>	Title animates in from left, centered on slide, at beginning of audio
Notes: slide auto advances at end of audio			

Slide 2.2 / Menu Title: <i>Strategy 1: Timeliness</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title Human avatar looking at watch appears at beginning of slide on top right On screen text synced with audio 3 Clock icons arranged in vertical columns - show visited state after learner clicks on them  clock icon 1 from Storyline LAYER 1 text begins with third audio LAYER 2 text begins with fourth audio LAYER 3 text begins with fifth audio	Strategy 1: Timeliness LAYER 1: Schedule interview for the earliest possible time LAYER 2: Communicate all information to the candidate in a prompt manner LAYER 3: Make a decision and notify the candidate quickly	<i>Timeliness is a very important part of the interview process. A speedy process helps keep the candidate interested in the position, while also showing that you value their time. Delaying the interview could cause us to lose the candidate to another company.</i> <i>Select each clock icon to learn more.</i> <i>Schedule the interview for the earliest possible time. Remember, the candidate may have applied to other companies as well.</i> <i>Communicate all information to the candidate in a prompt manner. Show them they are important and a priority for our company.</i> <i>Make a decision and notify the candidate quickly. We want them to know they are valued, and also don't want to lose them to another company.</i>	Title animates in from left at beginning of slide Clock icons- when clicked lead to layers
Notes: Clock icons will show visited state after the learner clicks on them. They may revisit each layer as needed.			

--

Slide 2.3 / Menu Title: <i>Strategy 2: Know What You Want</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title Human avatar pointing to head on left side Image of bulletin board with light bulb sticky note at top right  Storyline knowphoto1.jpg On screen text synced with audio 3 light bulb icons arranged in one column - show visited state after learner clicks on them  light bulb icon 1 in Storyline LAYER 1 text begins with third audio LAYER 2 text begins with fourth audio	Strategy 2: Know What You Want LAYER 1: Get information from all decision makers LAYER 2: Include: technologies, business skills, and the team culture. LAYER 3: Include the most important skills needed in the job description	<i>Make sure you have a clear understanding of what you are looking for in a candidate. Know the job description and the specific skills needed before you start the interview.</i> <i>Select each light bulb icon to learn more.</i> <i>Get information from all decision makers to fully define the job. It is important to know exactly what we need in a candidate.</i> <i>During the approval of the job description from the hiring team, be sure to include the technologies involved, business skills needed, and the team culture and dynamic. Make sure the candidate truly fits what we are looking for.</i> <i>Once the job description is ready to post, ensure that it includes the most important skills needed.</i>	Title animates in from left at beginning of slide Light bulb icons- when clicked lead to layers

LAYER 3 text begins with fifth audio			
Notes: Light bulb icons will show visited state after the learner clicks on them. They may revisit each layer as needed.			

Slide 2.4 / Menu Title: <i>Strategy 3: Don't Have a Checklist</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title Human avatar with serious face, pointing to learner Image of checklist on clipboard with red slash symbol on top on left  from Storyline don't illustration 1.jpg and checklist illustration 1.j[g On screen text synced with audio 2 check mark icons arranged on right - show visited state after learner clicks on them  checkmark illustration 1.png in Storyline LAYER 1 text begins with third audio LAYER 2 text begins with fourth audio	Strategy 3: Don't Have a Checklist Layer 1: Create a brief list of qualifications and requirements Layer 2: Consider if the candidate would be able to learn the qualifications.	<i>It's important to know what you are looking for in a candidate, but be careful not to be overly selective with your requirements. You might eliminate a candidate who is actually worthy of the position.</i> <i>Select each check mark icon to learn more.</i> <i>Create a brief list of qualifications and requirements. Remember to be flexible with this list when interviewing.</i> <i>Consider if the candidate is capable of learning the qualifications still needed to do the job. You don't want to eliminate a candidate who is trainable.</i>	Title animates in from left Check mark icons- when clicked lead to layers
Notes:			

--

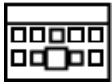
Slide 2.5 / Menu Title: Knowledge Check #1			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title Human avatar holding notepad On screen text synced with audio Slide layers will be used for feedback: correct or incorrect Correct answer is FALSE	KNOWLEDGE CHECK True or False: It is not necessary to have the full job description completed before you begin the interview process. Select your answer below and click SUBMIT. SUBMIT CORRECT LAYER: That's right! You selected the correct response. INCORRECT LAYER: You did not select the correct response.	<i>True or False</i> <i>It is not necessary to have the full job description completed before you begin the interview process.</i> <i>Select your answer below and click SUBMIT.</i>	Title animates in from left True/False question SUBMIT button
Notes: NOT graded			

Slide 2.6 / Menu Title: <i>Strategy 4: Prepare for Your Interview</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title Image of business group brainstorming under title On screen text synced with audio 5 question mark icons - show visited state after learner clicks on them  question icon 1 in Storyline LAYER 1 text begins with third audio LAYER 2 text begins with fourth audio LAYER 3 text begins with fifth audio LAYER 4 text begins with sixth audio LAYER 5 text begins with seventh audio	Strategy 4: Prepare for the Interview LAYER 1: Prepare a list of interview questions prior to the interview. LAYER 2: Include the most important topics for the job. LAYER 3: Prioritize the questions. LAYER 4: Be willing to improvise! LAYER 5: Don't forget to ask about our business culture.	<i>Preparing for the interview is a critical part of a successful hiring process. If you aren't prepared, you might be unable to determine if the candidate is right for the position.</i> <i>Select each question mark icon to learn more.</i> <i>Prepare a list of questions before the interview occurs.</i> <i>Think about the major topics for the job. Determine which questions you need to focus on to confidently know if the candidate is suited for the position.</i> <i>Prioritize questions carefully to make the best use of the interview time and make sure the candidate is a good fit.</i> <i>Remember, the list of questions is just a guide. Improvise by asking questions that dig deeper to understand the candidate's knowledge and skills.</i> <i>Be sure to ask the candidate questions relating to our business culture. We want to find the best match for our team.</i>	Title animates in from left at beginning of slide Question mark icons- when clicked lead to layers ***NOTE: Need list of sample questions from SME
Notes:			

Slide 2.7 / Menu Title: Strategy 5: People in the Interview			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title Image of business people in training around table on right side On screen text synced with audio 3 team icons - show visited state after learner clicks on them  team icon 1 in Storyline LAYER 1 text begins with third audio LAYER 2 text begins with fourth audio LAYER 3 text begins with fifth audio	Strategy 5: People in the Interview All members should be knowledgeable of the subject matter. Interviewers should know correct and incorrect answers. Be flexible and willing to go off script.	<i>All members of the interview team should be trained prior to conducting interviews.</i> <i>Select each team icon to learn more.</i> <i>All members of the interview team should be knowledgeable of the subject matter and be able to ask the questions you've prepared.</i> <i>The interview team should know if the answers are correct or incorrect, including variations of possible answers.</i> <i>They should be flexible and know when to go off script to dig deeper into the candidate's knowledge and skills.</i>	Title animates in from left at beginning of slide Team icons- when clicked lead to layers
Notes:			

Slide 2.8 / Menu Title: <i>Strategy 6: Remember the Purpose of the Interview</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title Human avatar holding sign with “Purpose” on it On screen text synced with audio 3 target icons - show visited state after learner clicks on them  purpose icon 1 in Storyline LAYER 1 text begins with third audio LAYER 2 text begins with fourth audio LAYER 3 text begins with fifth audio	Strategy 6: Remember the Purpose of the Interview The purpose is to determine if the candidate is suited for the job. If multiple interviewers, assign each person a set of interview questions to ask. REMEMBER! This is not a time to make the interviewers feel smart about themselves. FOCUS on the purpose.	<i>Remember the purpose of why you are conducting interviews.</i> <i>Select each itarget icon to learn more.</i> <i>The main purpose of the interview is to determine if the candidate is the right choice to fulfill the needs of the job.</i> <i>If you have multiple interviewers, assign each person a set of questions to ask the candidate.</i> <i>REMEMBER! This is not a time to make the interviewers feel smarter about themselves. FOCUS on the purpose.</i>	Title animates in from left Target icons- when clicked lead to layers
Notes:			

Slide 2.9 / Menu Title: <i>Knowledge Check #2</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title Human avatar with arms folded On screen text synced with audio Slide layers will be used for feedback: correct or incorrect Correct answer is FALSE	KNOWLEDGE CHECK True or False The hiring manager is the only one that needs to know the correct and incorrect answers to the interview questions. Select your answer below and click SUBMIT. SUBMIT CORRECT LAYER: That's right! You selected the correct response. INCORRECT LAYER: You did not select the correct response.	<i>True or False</i> <i>The hiring manager is the only one that needs to know the correct and incorrect answers to the interview questions.</i> <i>Select your answer below and click SUBMIT.</i>	Title animates in from left True/False question SUBMIT button
Notes: NOT graded			

Slide 2.10 / Menu Title: <i>Strategy 7: Make Sure the Candidate Meets Everyone</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title Image of group of business people On screen text synced with audio 3 calendar icons - show visited state after learner clicks on them  calendar icon 1 in Storyline LAYER 1 text begins with third audio LAYER 2 text begins with fourth audio LAYER 3 text begins with fifth audio	Strategy 7: Make Sure the Candidate Meets Everyone Arrange time on the hiring team's schedule for the interview. Schedule interviews promptly. Avoid the risk of losing a candidate by having multiple interviews.	<i>It is important for the candidate to meet all of the decision makers.</i> <i>Select each calendar icon to learn more.</i> <i>Prior to scheduling the interview, arrange a time for the entire hiring team to be available to participate.</i> <i>Schedule the interview promptly with the candidate to show they are a priority to our company.</i> <i>Avoid having multiple interviews, as this slows the process down. We could lose a candidate to another company while waiting for the next round of interviews.</i>	Title animates in from left Calendar icons- when clicked lead to layers
Notes:			

Slide 2.11 / Menu Title: <i>Summary</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title Each strategy displayed inside a rectangle using branding colors. On screen text synced with audio	7 Effective Hiring Strategies 1. Timeliness 2. Know What You Want 3. Don't Have a Checklist 4. Prepare for the Interview 5. People in the Interview Should Be Trained 6. Remember the Purpose of the Interview 7. Make Sure the Candidate Meets Everyone	<i>Let's review the 7 Effective Hiring Strategies you have learned in this course.</i> <i>Timeliness is important.</i> <i>Know what you want.</i> <i>Don't have a checklist.</i> <i>Prepare for the interview.</i> <i>People in the interview must be trained.</i> <i>Remember the purpose of the interview.</i> <i>Make sure the candidate meets everyone.</i>	Title animates in from left Strategies animate in from left synced with audio.
Notes: Slide auto advances to the next slide at end of audio			

Slide 3.1 / Menu Title: <i>Introduction to Quiz</i>			Objective: 1-2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Full screen background image of interview, transparent overlay Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title On screen text synced with audio	QUIZ You must score 80% to pass this course. Select the NEXT button to begin the quiz	<i>Now, let's see what you remember.</i> <i>You will be asked a few questions about the hiring strategies. Please read each scenario carefully and choose the best answer.</i> <i>You must score at least 80% to pass this course.</i> <i>When you are ready to begin, select the next button.</i>	Title animates in from left Slide text animates in from left synced with audio. NEXT button
Notes:			

Slide 3.2 / Menu Title: Quiz Question #1			Objective: 1-2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title Human avatar, female, smiling On screen text synced with audio SUBMIT button will appear with second audio Slide layers will be used for feedback: correct or incorrect Correct answer is D	Question #1 Hello! My name is Lisa and I am the HR Manager. I need help to complete the job description of the technology positions you need to hire. Could you help with this? A. No, I am the recruiter. B. Yes, I am the HR interviewer. C. No, I am not the hiring manager. D. Yes, but I need to get feedback from all decision makers first. Select your answer and click the SUBMIT button. SUBMIT	<i>Question 1</i> <i>Hello! My name is Maria and I am the HR Manager. We need to complete the job description of the technology positions you would like to hire. Could you take care of this?</i> <i>Choose your answer and click the SUBMIT button.</i>	Title animates in from left Multiple choice question SUBMIT button
Notes: Question is worth 20 points			

Slide 3.3 / Menu Title: Quiz Question #2			Objective: 1-2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title Two-Person Scenario Human avatars, facing each other in conversation On screen text synced with audio SUBMIT button will appear with fifth audio Slide layers will be used for feedback: correct or incorrect Correct answer is option 3	Question #2 Consider the scenario shown below. “Do you have experience with X technology?” “I’m sorry, but I have not had any experience with X.” Choose the best option for what you would do next in the interview. Click SUBMIT when you are done. Option1: Stop the interview since the candidate does not have experience in the technology you need. Option 2: Continue to ask all interview questions on your list until you are finished.	<i>Question 2</i> <i>Consider the scenario below.</i> <i>(Female voice)- “Do you have experience with X technology?”</i> <i>(Male voice)- “I’m sorry, but I have not had any experience with X.”</i> <i>Choose the best option for what you would do next in the interview.</i> <i>Click SUBMIT when you are done.</i>	Title animates in from left Two-person scenario with options SUBMIT button

	Option 3: Improvise by asking other questions to determine if the candidate has experience in something similar, or is teachable. SUBMIT		
Notes: Question is worth 20 points			

Slide 3.4 / Menu Title: <i>Quiz Question #3</i>			Objective: 1-2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title Image of interview with group On screen text synced with audio SUBMIT button will appear with third audio Slide layers will be used for feedback: correct or incorrect Correct answer is FALSE	Question #3 True or False The best choice for the company is to have more than one round of interviews to determine if the candidate is right for the position. - True - False Select your answer and click the SUBMIT button SUBMIT	<i>Question 3</i> <i>True or False</i> <i>It is good practice to have more than one round of interviews to determine if the candidate is right for the position.</i> <i>Choose your answer and click the SUBMIT button</i>	Title animates in from left True/False question SUBMIT button
Notes: Question is worth 20 points			

Slide 3.5 / Menu Title: Quiz Question #4			Objective: 1-2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title One-Person Scenario- Multiple Answers Human avatar, thoughtful pose On screen text synced with audio SUBMIT button will appear with second audio Slide layers will be used for feedback: correct or incorrect Correct answers: 2, 3, and 5	Question #4 You would like to schedule and complete interviews as quickly as possible. What steps should you take to get prepared and get interviews scheduled? Check all that apply and click SUBMIT when you are done. • Schedule as soon as possible even though all decision makers are not available. • Have a full job description completed and approved by decision makers • Prepare a list of interview questions • Don't worry about training all	<i>Question 4</i> <i>You would like to schedule and complete interviews as quickly as possible. What steps should you take to get prepared and get interviews scheduled?</i> <i>Check all that apply and click SUBMIT when you are done.</i>	Title animates in from left User selects ALL applicable answers SUBMIT button

	interviewers. You will be handing them questions to ask. • Ensure all decision makers can attend before scheduling the interview. SUBMIT		
Notes: Question is worth 20 points			

Slide 3.6 / Menu Title: Quiz Question #5			Objective: 1-2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title Image of avatar looking at clock/watch On screen text synced with audio SUBMIT button will appear with second audio Slide layers will be used for feedback: correct or incorrect Correct answer is TRUE	Question #5 True or False Timeliness is an important part of the interview process. Select your answer and click the Submit button. SUBMIT	<i>Question 5</i> <i>True or False</i> <i>Timeliness is an important part of the interview process.</i> <i>Select your answer and click the Submit button.</i>	Title animates in from left True/False question SUBMIT button
Notes: Question is worth 20 points			

Slide 3.7 / Menu Title: <i>Results</i>			Objective: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title On screen text synced with audio Results from the quiz will be given using layers and include score: SUCCESS: Congratulations, you passed the course! FAILURE: You did not pass. Each layer will include the three options to Review Quiz, Print Results, and Retry Quiz.	Quiz Results Score will be displayed SUCCESS Layer: Congratulations, you passed the course! FAILURE Layer: You did not pass.	Let's see how you did. SUCCESS Layer: Congratulations, you passed the course. You may review the quiz or print your results by clicking on the appropriate buttons. FAILURE Layer: Uh, oh. You did not pass. You may try again by clicking on the retry quiz button.	Title animates in from left User has the option to -REVIEW QUIZ -PRINT RESULTS -RETRY QUIZ
Notes: Failed scores will be sent back to the beginning of the quiz to retry for one additional attempt. If they do not pass the second time, they will need to repeat the entire course.			

Slide 3.8 / Menu Title: <i>Congratulations</i>			Objective: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Pair of parallelograms using company branding colors at top left appear at the beginning of the slide. Title Full screen background image is pic of happy, welcoming business staff, transparent layer On screen text synced with audio	Congratulations! You may now exit this course.	<i>Congratulations!</i> <i>You are now able to use these effective interview strategies! You may refer back to these strategies during the hiring process. Thank you for your help to find the highest quality candidates to join our company.</i> <i>You may now exit this course.</i>	Title animates in from left
Notes: disable next button			