

Victoria's Design Document for Effective Interviews

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| <i>Business Purpose</i> | <p>This training will be used to provide recruiters and hiring managers with the skills and knowledge necessary to evaluate candidates effectively, avoid biases, and contribute to achieving the company's talent acquisition goals.</p> <ul style="list-style-type: none">• This client needs to hire 2000 new members for their technical team this year but is unhappy with the quality and quantity of hires they are currently getting.• The client wants to train HR interviewers who partner with hiring managers to interview potential employees.• The training is targeted towards recruiters with varying levels of technical expertise and an average age of 35, all over the US.• The client currently offers very little non-technical training and wants the new training to be more engaging than their current training. |
| <i>Target Audience</i> | Hiring managers and recruiters across the United States, with varying levels of technical and non-technical expertise. |
| <i>Training Time</i> | 20 minutes |
| <i>Training Recommendation</i> | <p>1 Level 2 e-Learning course.</p> <ul style="list-style-type: none">• An e-Learning course is the best option for this training, to allow new hires to take the training at any time as well as current employees to take this course as their schedule allows.• Level 2 e-learning goes beyond basic knowledge transfer and incorporates interactive elements to support deeper learning and application of concepts. Level 2 e-learning typically includes interactive scenario-based learning that requires learners to apply their knowledge and skills in realistic scenarios. <p>Final assessment.</p> |
| <i>Deliverables</i> | <ul style="list-style-type: none">• 1 e-Learning course<ul style="list-style-type: none">o Storyboard including script.o Developed in Articulate Storyline.o Includes voice-over narration.o Gamification and scenario simulationo Final assessment. |
| <i>Learning Objectives</i> | <ol style="list-style-type: none">1. Identify positive interviewing strategies.2. Develop communication and collaboration skills to engage with candidates and hiring managers.3. Recognize and avoid common biases and mistakes in the recruitment process. |

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| <i>Training Outline</i> | <ol style="list-style-type: none">1. Introduction.2. Learning Objectives.3. Navigation.4. Scenario 15. Interviewing Strategy Overview6. Considerations for an Interviewing Strategy.<ol style="list-style-type: none">6.1. Timeliness6.2. Knowing what you want.6.3. Not having a checklist.6.4. Preparing for the interview.6.5. Trained interviewers.6.6. Remembering the purpose of the interview.6.7. Meeting decision-makers.7. Knowledge Check Introduction8. Knowledge Check 19. You Earned 1 Badge out of 3: Talent Scout.10. Three Strategic Essentials<ol style="list-style-type: none">10.1. Timeliness.10.2. Knowing What You Want.10.3. Not Having a Checklist..11. Knowledge Check 2: Introduction to 3 Scenarios12. You Earned 2 Badges out of 3: Interview Ninja.13. Assessment – each question gets its own slide.14. Results slide – features a review and retry button if a failed attempt.15. Summary.16. Congratulations. You Earned 3 Badges out of 3: Hiring Hero. |
| <i>Assessment Plan</i> | <p>Level 2 Assessment:</p> <ul style="list-style-type: none">• 4 ungraded Knowledge Checks.• 3 badges to be earned: Talent Scout, Interview Ninja, Hiring Hero.• 5 Question Quiz at the end. Questions have a varied format of multiple choice, and matching drop down. A score of 80% is needed to pass. Learners will have an unlimited number of attempts on the final assessment. <p>Level 3 Assessment:</p> <p>Observations</p> <ul style="list-style-type: none">• A supervisor will shadow a new interviewer during the first two weeks of recruitment to observe and assess whether they are applying the key techniques from the training, using a checklist to track their performance.• For existing interviewers, this observation will occur within four weeks of completing the training. |

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| | <ul style="list-style-type: none">• Additionally, at the 3-month, 6-month, and 1-year marks (and annually thereafter), supervisors will conduct random checks to ensure the interviewer continues to follow the recruitment techniques.• For existing interviewers, these checks will take place 3 and 6 months after training, followed by yearly assessments. |
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