

Interview Storyboard [Storyline Modern Player]

Target Audience: HR interviewers that partner with hiring managers for Company X.

Learning Objectives:

After completion of this course, you will be able to:

1. **Define the purpose of the interview.**
2. **Determine the technological skills, job skills and attributes necessary for a qualified applicant.**
3. **Prepare high quality interview questions.**

Seat Time: Approximately 20 minutes

Outline:

- Course Intro / Navigation / Objectives
- Lesson 1
- Knowledge check
- Lesson 2
- Summary
- Knowledge Check
- Congratulations

Font: Open sans [titles]

Calibri [screen text]

Calibri light [callout]

White text dark background, dark text light background

Color palette



Slide master



Notes to reviewer: Comments enabled on Storyboard

Slide 1.5 please comment

Slide [1.1]/ Menu Title: <i>[Welcome]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Slide master will display course title inside of a large blue oval centered on screen	[Interview eLearning]	VO <i>[Welcome to the Interview eLearning course.]</i>	Start button appears timed with narration. Next and previous buttons are hidden.
Notes:			

Slide [1.2]/ Menu Title: <i>[Navigation]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Slide master Label and have arrows pointing to next, previous, slider bar, volume, and replay navigation buttons.	[Navigation] Next Previous Slider bar Volume Replay	VO <i>[If you are new to eLearning, you may wish to review the navigation options on this screen. If you are confident in your eLearning skills, you may click next to begin.]</i>	Next and previous buttons are viewable.
Notes:			

Slide [1.3]/ Menu Title: <i>[Course Objectives]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Each objective will float up from the bottom contained inside of a rectangle. The first rectangle is the smallest. The second is larger, the third even larger. The rectangles will land just beneath the previous and will form a stack.	[Course Objectives] - Define the purpose of the interview. - Determine the technological skills, job skills and	VO [After completion of this course, you will be able to: Define the purpose of the interview.	Objectives revealed in time with narration. They will float up from the bottom. All objectives will be visible and remain on screen by the end of narration.

	attributes necessary for a qualified applicant. • Prepare high quality interview questions.	2. Determine the technological skills, job skills and attributes necessary for a qualified applicant. 3. Prepare high quality interview questions.]	
Notes:			

Slide [1.4]/ Menu Title: <i>[Lesson 1]</i>			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Office setting with two people. The interviewer is seated behind the desk. The candidate is opposite, looking discouraged. Speech bubble appears in time with narration.	[The purpose of the interview] Callout “What have I done?”	VO <i>[Have you ever left a job interview feeling bewildered? Unsure if the job that you just interviewed for was a mistake or a waste of your valuable time?]</i> VO <i>[Company X is committed to improving the interview process for potential future employees, so no one ever must feel like that again.]</i>	Callout appears when narrator speaks “Unsure” and remains until the end of narration.
Notes: Select two avatars to represent the interviewer and the candidate			

Slide [1.4b]/ Menu Title: <i>[Types of Interviews]</i>			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same office setting as base layer, only the interviewer is seated behind the desk. Three icons, a phone, a person, and a computer situated beside the slide	[Types of Interviews] Phone interview In-person interview Video interview	VO <i>[To avoid frustration in the interview process, it is critical to first define the purpose of the interview. The interview helps hiring managers find the person with the right qualifications necessary to</i>	Icons and slide text appear at the end of narration. Next button is hidden.

text will serve as the buttons to take the learner to each corresponding interview type layer.		<i>complete the job. That sounds easy enough. Right? However, many times in the interview process, something goes awry. Consideration must be taken when regarding the type of interview. Click each icon to the right to learn more about the different types of interviews and considerations for each.]</i>	Slide advances to next layer automatically at the end of narration.
Notes:			

Slide [1.4c]/ Menu Title: <i>[Phone Interview]</i> hidden from menu			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same office setting as base layer, only the interviewer is seated behind the desk.	[Phone Interview] Pros Cost-effective Less effort Screening First cut Long distance Cons Body language Rapport Interpersonal skills	VO <i>[The phone interview is very effective if used early in the interview process. The pros of phone interviews include:</i> • Cost-effective, fast, and efficient • Requires the least amount of effort from the interviewer and the candidate • Ideal for screening candidates early in the hiring process • Ideal for making first cuts in a large pool of qualified candidates • Reaches long-distance candidates • May reduce interviewer bias <i>The cons of phone interviews are:</i> • Interviewer can't read a candidate's body language • More difficult to build rapport • More challenging to assess a candidate's interpersonal skills and corporate culture fit]	Next button is hidden. Slide advances to next layer automatically at the end of narration. Slide text flies in from the bottom, timed with the narration. All the pros remain on screen until the end of pros narration. Slide text flies in from the bottom, timed with the narration. All the cons remain on screen until the end of cons narration.

Notes:

Slide [1.4d]/ Menu Title: <i>[In-person Interview]</i> hidden from menu			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same office setting as base layer, only the interviewer is seated behind the desk.	[In-person Interview] Pros Fewer distractions Body language Interpersonal skills Rapport Focus In-depth Cons Increased time Long distance Bias	VO <i>[The in-person interview is the most traditional form of interview and may provide the interviewer a strong sense of the candidate's personality, culture, and interpersonal skills. The pros of an in-person interview include:</i> • Fewer distractions and interruptions • Easier to read the candidate's body language • Ideal to assess the candidate's interpersonal skills and culture fit • Easier to build rapport • Both the candidate and the interviewer are more focused and more present • Ideal for more in-depth interviews after your potential talent pool has been narrowed down to your top choices <i>The cons of an in-person interview are:</i> • Requires more time and effort than a phone or video interview • More difficult for long-distance candidates • More susceptible to interviewer bias]	Next button is hidden. Slide advances to next layer automatically at the end of narration. Slide text flies in from the bottom, timed with the narration. All the pros remain on screen until the end of pros narration. Slide text flies in from the bottom, timed with the narration. All the cons remain on screen until the end of cons narration.
Notes:			

Slide [1.4e]/ Menu Title: <i>[Video Interview]</i> hidden from menu			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same office setting as base layer, only the interviewer is seated behind the desk.	[Video Interview] Pros Cost effective Long distance Rapport Cons Technical difficulties Effort Skills	VO <i>[The video interview has, which allows you to see the person, without being in the same location, has become more popular in recent years. The pros of a video include:</i> - Nearly as cost-effective, fast, and efficient the phone interview - Makes long-distance candidates accessible - It feels more personal than a phone interview and helps build rapport <i>The cons of the video interview are:</i> - Bad signals, background noise, or technical issues can often interrupt video interviews - The process requires more effort than a phone interview—you must appear more focused and present on-screen than over the phone - It takes skill and practice to read a candidate’s body language, interpersonal skills, and corporate culture fit in a video interview]	Slide text flies in from the bottom, timed with the narration. All the pros remain on screen until the end of pros narration. Slide text flies in from the bottom, timed with the narration. All the cons remain on screen until the end of cons narration. Next button is revealed at the end of narration and advances learner to slide 1.5.
Notes:			

Slide [1.5]/ Menu Title: <i>[Purpose]</i>			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same office setting as base layer slide 1.4, only the interviewer is seated behind the desk. To the right of the interviewer, an empty chair appears. A question mark floats on screen for a duration of 2 seconds.	[Purpose of the Interview]	<i>[The purpose of the interview is to find the most qualified person to fit the job. A job posting may attract multitudes of resumes, but that doesn't mean all the applicants meet the position's requirements. That's why it's important to use different types of interviews for different phases of the interview pipeline. Some interviews work best to narrow the candidate pool. Others assess behavioral and cultural fit.]</i>	Empty desk chair lands beside interviewer desk. Question mark appears timed with narration "but that doesn't mean..."
Notes: Is the floating ? too distracting?			

Slide [1.6]/ Menu Title: <i>[Knowledge check]</i> hidden from menu			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same office setting as 1.4b Interviewer appears stressed out. Three flip cards stacked to the right of the slide, identifying the qualifications of three candidates (front) and answer selection (back)	[Knowledge Check] Front Card 1- (not shown on slide- CORRECT) Anna is new to instructional design. She is a previous elementary school teacher with 15 years of experience. She earned a B.S. in education from a state university in Pennsylvania, where she currently resides. Anna	VO <i>[Now that have compared the types of interviews, and the purposes, it is time to check your understanding. You are an interviewer and need to select one candidate to present to the hiring manger for a final interview. Based upon the scenario presented, select the best candidate for the job.]</i> <i>*VO-interviewer [Company X needs an immediate candidate to fill the position of Instructional Designer in the Philadelphia area. I have narrowed the list of candidates, but I need your help! Click on the candidate, and form of interview that</i>	Next button is hidden. Speech bubble appears at the end of narration. Flip cards fly in, to the right of the slide when Interviewer narration ends. Hover and visited states for each flip card. Next button appears after card 1 has been selected and takes learner to slide2.1.

	completed AIDA one month ago but has no field experience yet. Back Card 1- (not shown on slide) Anna would be an excellent choice to recommend to the hiring manager for an in-person interview. Her lack of experience is due to the career change. Good job! Front Card 2-(not shown on slide-INCORRECT) Brent is a self-taught instructional designer for the past 3 months. He possesses a high school diploma, and attributes his instructional design education to YouTube. Brent lives in Texas, where he has completed two ID contracts with a local business. Back Card 1- (not shown on slide) Unfortunately, Brent would not be my first choice. He has not held a job for any length	<i>you feel should be recommended to my hiring manager.]</i>	
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	of time to know if he is dependable. If Brent had been chosen, he would require a video interview. Please try again. Front Card 3- (not shown on slide-INCORRECT) Charlie is an instructional designer with previous experience, however, since the birth of his child seven years ago, he has been a stay-at-home dad, not employed. He graduated from local community college in CA. Back Card 1- (not shown on slide) Unfortunately, Charlie would not be my first choice. The lack of employment over the last seven years would lead me to believe there may be some gaps in his technological capabilities. If he had		
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	been selected, a video interview would have been used. Please try again.		
Notes: *New voice for Interviewer			

Slide [2.1]/ Menu Title: <i>[Know What You Want]</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background of slide is an illustration of lined paper with no writing. Dreaming Out Loud font for slide text.	[Know What You Want] Technology Job skills Attributes Dependable Responsible Consistent	VO <i>[Now that you have defined the interview process, it is time to focus on the subject of the interview, the job applicant. You must know specifically, what you want from an applicant. What technologies, job skills and attributes are specific to this position? How can you tell from a resume if the applicant will be dependable, responsible, and consistent in the duties of the job? Click on each item to learn more.]</i>	Slide text timed with narration. When learner clicks on text they will view each slide layer. Next button hidden Hover and visited states for each Slide text.
Notes:			

Slide [2.1a]/ Menu Title: <i>[Technology]</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Master slide with technology related images on background (50 % translucent) Base layer hidden	[Technology] Microsoft	VO <i>[When it comes to technological skills, your wish list may have a great deal of variability. It is recommended that you focus on the top five technologies that a candidate MUST know to be considered</i>	List of slide text will continuously scroll throughout narration.

	Google Articulate PowerPoint Digital Calendars Vyond	<i>for the job. Why so specific? A candidate may believe they are qualified because they consider themselves technologically savvy, but proof should be requested. Which of these specific technologies are you proficient in?</i>	Learner automatically advances to next layer timed with the end of narration.
Notes:			

Slide [2.1b]/ Menu Title: <i>[Job skills]</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Master slide with job skill related images on background (50 % translucent) Base layer hidden	[Job skills] Data analysis Interpersonal communication Leadership Independence Project management	VO [<i>What skills do you expect the candidate to possess? Be specific. If the candidate works on a team, they need great interpersonal skills. If the job requires autonomy, is the candidate able to function independently? These are examples of specific job skills that you should look for.]</i>	Learner automatically advances to next layer timed with the end of narration. Slide text will scroll throughout narration.
Notes:			

Slide [2.1c]/ Menu Title: <i>[Attributes]</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Base layer hidden Master slide with attribute related images on background (50 % translucent) Rectangle flies in from bottom and remains on screen until the end of narration.	[Attributes] 1. Initiative 2. Willingness to learn 3. Adaptability 4. Confidence 5. Resilience 6. Optimism	VO <i>[Attributes are defined as the traits that you naturally have that make you unique and can help determine effectiveness in a certain job role. The examples of the most highly sought-after candidate attributes are listed here.]</i>	Learner automatically advances to next layer timed with the end of narration.
Notes:			

Slide [2.1d]/ Menu Title: <i>[Dependable]</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Master slide with technology related images on background (50 % translucent) Images of people working together and helping each other will fly up from the bottom. Base layer hidden	[Dependable]	VO <i>[Thoroughly search the resume for key words, such as team player, time management skills and planning skills, as these are all indications of a dependable hire.]</i>	Learner automatically advances to next layer timed with the end of narration.
Notes:			

Slide [2.1e]/ Menu Title: <i>[Responsible]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Master slide with hand shake related images on background (50 % translucent) Images of people working together and helping each other will fly up from the bottom. Base layer hidden	[Responsible]	VO <i>[Look for key words on the resume that highlight the candidate's leadership and/or longevity in a former position.]</i>	
Notes:			

Slide [2.1f]/ Menu Title: <i>[Consistent]</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Master slide with resume related images on background (50 % translucent) Sample consistent resume flies in first from bottom at 0.5 second. Inconsistent resume flies in right of the first at 1 second. Base layer hidden	[Consistent] Consistent resume Inconsistent resume	VO <i>[When reviewing the resume, ask yourself, does it seem consistent from beginning to end? Why would the look and format of a resume matter? A consistent resume shows potential employers that the candidate cares how they present them self.]</i>	Next button revealed at the end of narration. Examples of two resumes float in, one consistent, the other inconsistent. Not symbol flies in over the inconsistent resume after two seconds. Next button takes learner to next scene.
Notes:			

Slide [3.1]/ Menu Title: <i>[Interview Questions]</i>			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Same office setting as 1.4b Interviewer appears stressed out. Slide text appears in three ovals that float in from the bottom for a duration of 0.5 sec. Ovals are equally stacked vertically to the right of the interviewer.	[Interview Questions] • Quality over quantity • Avoid easy to practice questions • Hypothetical situations	VO <i>[Now that you have a deeper understanding of the technologies, skills, and attributes of a qualified candidate, let's delve into the interview questions themselves. It is important to ask candidates the same questions, so that you may compare the strengths and weaknesses in their answers. But how do you determine what the interview questions will be? 1. Choose quality over quantity. 2. Avoid easy to practice questions. 3. Choose hypothetical interview questions that are framed in the context of actual job situations.]</i>	Next button is hidden when timeline starts. Next button revealed at the end of narration. Slide text timed with narration.
Notes:			

Slide [3.2]/ Menu Title: <i>[Practice]</i> Hidden from menu			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Lined paper on the left and right of the slide. Interviewer is positioned in the middle with arm out to his sides.	[Practice] Left Paper front- (title hidden, only questions appear) 1. How many years did you work for your last employer? 2. What are your strengths? 3. What are your weaknesses?	VO <i>[On the following slides you will practice what you have learned by selecting the best interview questions for a given situation. Let's get started! Click on the interview questions that you think are best for a final interview with Company X.]</i>	Two pieces of lined paper appear as flip cards after the narration says, "Let's get started!" Next and previous buttons are visible. Hover and visited states for flip cards.

	4. What makes you a good fit for this company? Left Paper back-These are common questions in job interviews. However, none of these allow the candidate to show how they think and process. Right Paper front- (title hidden, only questions appear) 1. Where are you most comfortable in a team? 2. Do you prefer working on a team or independently? And why? 3. Can you describe how you handle tight deadline on a job? 4. If you were asked to improve communications		
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	across your previous company, what steps would you take? Right Paper back- These types of questions allow the candidate to delve deeper into their processes and will shed more light on their ability to work with and around challenging situations.		
Notes:			

Slide [3.2b]/ Menu Title: <i>[Practice] Hidden from menu</i>			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Lined paper on the left and right of the slide. Interviewer is positioned in the middle with arm out to his sides.	[More Practice] Left Paper front- (title hidden, only question appears) Why do you want to work for this company? Left Paper back-This is a common interview question. However, it does not easily allow	VO <i>[Click on the interview question that you think is best for a final interview with Company X.]</i>	Same lined paper flip card interaction as the previous layer. Next and previous buttons are visible. Hover and visited states for flip cards.

	the candidate to show off their job skills. Right Paper front- (title hidden, only questions appear) If you were a hiring manager for this position, what skills would you be looking for in a candidate? Right Paper back-This form of question allows the candidate to transfer their skills into a hypothetical situation, divulging far more information from the candidate.		
Notes:			

Slide [4.1]/ Menu Title: <i>[Summary]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Master slide. Background image of a trophy.	[Summary]	VO <i>[You have defined the purpose of the interview. You have determined the</i>	Slide text timed with narration.

On screen text is contained inside of four rectangles.	Interview purpose Technology, job skills, and attributes Interview questions APPRECIATE THE CANDIDATE'S TIME	<i>technologies, job skills and necessary attributes of a qualified candidate. You have learned how to prepare high quality interview questions. Now that you have a better understanding of Company X's interview process, let me suggest one more piece of useful information. APPRECIATE THE CANDIDATE'S TIME. It is imperative that the process be streamlined so the qualified candidate that you wish to choose, does not accept an offer from another company while waiting to hear back from Company X.]</i>	A check mark flies in behind each on screen text. 
Notes:			

Slide [4.2]/ Menu Title: <i>[Assessment]</i> hidden from menu			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same office setting as 1.4b Interviewer is happy and talking. Callout- Good luck!	[Assessment] Good luck!	VO <i>[It is time to test your understanding of the Interview process. On the following slides you will encounter five questions. To pass you must answer 4/5 questions correctly for a score of 80% or higher. Click next when you are ready to begin]</i>	Next and previous buttons are visible. Callout appears at the end of narration.
Notes:			

Slide [4.3]/ Menu Title: <i>[Assessment]</i> hidden from menu			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
MC question Situation appears in a rectangular shape and remains on screen.	[No title] Jodie is the final candidate for a remote	VO <i>[Given the following situation, select the type of interview that should be</i>	Submit button is visible.

Answers float in one at a time.	job. She lives only twenty minutes from the main headquarters. The position is for a project manager at Company X. A. Jodie should be offered a phone interview because she will be managing work remotely. B. Jodie should be offered a video interview because the job is remote. C. Jodie should be offered an in-person interview due to the proximity to the headquarters. [Correct answer]	<i>offered to the candidate. Select submit when you have made your final choice.</i> <i>Jodie is the final candidate for a remote job. She lives only twenty minutes from the main headquarters. The position is for a project manager at Company X.]</i>	Results not visible until results slide 4.8
Notes:			

Slide [4.4]/ Menu Title: <i>[Assessment]</i> hidden from menu			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
MC question Situation appears in a rectangular shape and remains on screen.	[none] Three applicants have the same job skills and experience. However,	VO <i>[Three applicants have the same job skills and experience. However, they have varying attributes. Select the attributes that would be appreciated for an</i>	Submit button is visible. Results not visible until results slide 4.8

Answers float in one at a time.	they have varying attributes. Select the attributes that would be appreciated for an instructional design applicant. A. Dependable, responsible, consistent [Correct answer] B. Optimistic, confident, dependable C. Adaptable, optimistic, confident	<i>instructional design applicant. Select submit when you have made your final choice.]</i>	
Notes:			

Slide [4.5]/ Menu Title: <i>[Assessment]</i> hidden from menu			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Select All question Situation appears in a rectangular shape and remains on screen. Answers float in one at a time.	[none] Some red flags on a resume may include which of the following? • Gaps in work history [Correct] • Clear and concise wording • Too many jobs [Correct]	VO <i>[Some red flags on a resume may include which of the following? Select submit when you have chosen the best answers.]</i>	Submit button is visible. Results not visible until results slide 4.8

	Lack of customization [Correct]		
Notes:			

Slide [4.6]/ Menu Title: <i>[Assessment]</i> hidden from menu			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Drag and drop interaction. Two bins- (1) Great interview question, (2) Not-so great interview question. Background of slide is a semi-translucent office setting.	[none] Drag the question to the correct bin. How many years did you work for your last employer? (2) What are your methods for avoiding errors? (1) If you had an opportunity to revise your early career path, what would you do differently? (1) Have you ever worked in a different industry? (2)	VO <i>[Selecting high quality interview questions is an important part of this process. Questions will appear on the screen. Drag the question to the correct bin. Click submit when you have finished.]</i>	Submit button is visible. Results not visible until results slide 4.8 Interview questions appear one at a time about 2 seconds each.

	What could your current company do to be more successful? (1)		
Notes:			

Slide [4.7]/ Menu Title: <i>[Assessment]</i> hidden from menu			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Select All question Situation appears in a rectangular shape and remains on screen. Answers float in one at a time.	[none] Why is it important to appreciate the candidate's time in the interview process? - It shows the candidate that they are valuable in the process. [Correct] - You don't want to miss the opportunity to hire your dream candidate. [Correct] - Your manager is breathing down	VO <i>[Why is it important to appreciate the candidate's time in the interview process? Select submit when you have made your final choice.]</i>	Submit button is visible. Results not visible until results slide 4.8

	your neck to hire someone.		
Notes:			

Slide [4.8]/ Menu Title: <i>[Results]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Results slide shows learner's number of correct answers out of 5 and calculates percent. A green checkmark appears for passing scores, and a red x appears for failing scores.	[Results] Correct responses/5 % shown	VO <i>[Your results are shown.]</i>	Feedback provided. Learner may view missed questions. Two attempts to pass. Variable controls learner's score.
Notes:			

Slide [4.8]/ Menu Title: <i>[Congratulations]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Interviewer with arms raised in triumph, is smiling, and talking.	[Congratulations]	VO <i>[Congratulations! You are now ready to interview for Company X. Click end to exit the module.]</i>	Celebration background with glowing balloons. Custom end button
Notes:			