

# Design Document: Cinematic Endeavors- Learning Company Interview Procedures

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<i>Business Purpose</i>	<p>Cinematic Endeavors (CE Inc) is a fast-growing company in need of qualified hiring agents with interviewing skills that identify candidates' skills and knowledge for cinematic tech AND for the business side of the company. As a smaller company, the people with technical skills ran the interviews but asked only technical questions overlooking the need for business-type questions. More recent interviewers come from an HR background and have limited tech knowledge or skills resulting in less qualified applicants involved in the interviewing process. The time it takes to find a well-qualified candidate has taken anywhere from two to four weeks to process.</p> <p>The purpose of this eLearning module is to have a consistent streamlined method of interviewing candidates to expedite the hiring process 20% faster than current data shows.</p>
<i>Target Audience</i>	Interview Agents/ Hiring Managers
<i>Training Time</i>	20 minutes
<i>Training Recommendation</i>	eLearning course that utilizes real-world interview scenarios to allow the learner to interact/make choices with the content and receive feedback.
<i>Deliverables</i>	Design Document, Storyboard, Script, Storyline interactive learning module, Job Aid for the Interviewing agents
<i>Learning Objectives</i>	<p>By the end of the course, the interviewer will be able to</p> <ul style="list-style-type: none"> <li>● Identify critical competencies needed to qualify for the position. (OBJ 1)</li> <li>● Identify interview questions to hire quality candidates (OBJ 2)</li> <li>● Organize a timeline for who the candidate needs to meet in the interview process and block out time. (OBJ 3)</li> <li>● Discover if the candidate is a good fit and respond timely. (OBJ 4)</li> </ul>
<i>Training Outline</i>	<p><b>Picturing the Hiring Process</b></p> <ul style="list-style-type: none"> <li>● Welcome</li> <li>● Course Navigation</li> <li>● Course Objectives (see above)</li> <li>● Hiring Process Scenario</li> </ul> <p><b>Strategies and Best Practices before the interview</b></p> <ul style="list-style-type: none"> <li>● Know your direction <ul style="list-style-type: none"> <li>○ Job description and basic needs of the position</li> <li>○ Input from SMEs for specific questions to ask of the candidate</li> <li>○ Two to four major topics necessary for the position</li> </ul> </li> </ul>

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- o Team culture and dynamics for the position
- Know who will be the decision makers for this position
  - o Make sure the decision-makers have been trained as interviewers
  - o Identify times in which these decision-makers can meet with candidates
- Select pre-qualifying candidates
  - o Compare resume with Job description and SME information
  - o Determine if candidate and decision-maker calendars work for a meeting

### **Strategies and Best Practices for the Interview Day**

- Avoid checklists – you might overlook talent, get to know the candidate
- Be prepared for the interview
  - o Know the questions you will be asking
  - o Use questions from the SMEs
  - o Stay on topic
  - o Be willing to improvise and get more information if the candidate divulges an interesting aspect of him/herself as it might relate to the position
- Remember the purpose of the interview – gaining a quality candidate
  - o Don't play stump the candidate designed to stress the candidate
  - o Interviewers are there to learn about the candidate, not demonstrate their own qualities
- Use time wisely – making the best use of the candidate's and management's time
  - o Schedule time with all decision-makers for the position
    - Candidates should not have to keep coming back for interviews with other people
  - o After the interview, be prompt in knowing the outcome and getting the information to the candidate

### **Evaluation**

- Five questions were designed to verify understanding of these strategies and best practices.

<i>Assessment Plan</i>	<p>Scenarios where the learner needs to make decisions - will receive immediate feedback and if necessary, try again</p> <p>Five questions (M-C, T/F, Matching) at the end. The learner must pass with 80% or better.</p>
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