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<i>Business Purpose</i>	Company X needs to recruit and hire 2000 members for the technical team within the next year. It has been noted that the quality and quantity of recent hires are not meeting the expectations for the company. Hiring managers and recruiters need to have a cohesive strategy for the interview process in order to hire the best quality candidates for these positions. Upon completion of this module, recruiters will have strategies moving forward to conduct effective interviews in order to present the quality candidates to the hiring team.
<i>Target Audience</i>	The target audience for this training consists of HR interviewers who partner with hiring managers at Company X. The average age of the recruiters is 35 and they are geographically distributed across the United States. A secondary audience could include hiring managers so that best practices are distributed companywide.
<i>Training Time</i>	20 minutes
<i>Training Recommendation</i>	It is recommended this training be delivered in an eLearning format for the following reasons: • ILT or VILT would be difficult and not as fiscally sound due to the geographic distribution of the recruiters the hiring managers work with. • This content lends itself easily to self-paced learning. In depth analysis and explanation is not needed and learners can digest the information quickly. Additionally, they will be provided with a quick-reference job aid to refresh their skills when preparing for interviews. • Recruiters have various schedules to accommodate candidate and hiring manager schedules. An eLearning module allows the learner to progress at their own pace and schedule their training for a time that fits within their personal availability. • This training is meant to be a standardized strategy across the company.
<i>Deliverables</i>	• One storyboard • One Job Aid ◦ Reference checklist of the 7 key elements to conducting effective interviews • One 20 minute eLearning course ◦ Developed in Articulate Storyline ◦ Includes voiceover narration ◦ Includes virtual human avatars ◦ 2 knowledge checks ◦ 2 scenarios ◦ Final evaluation
<i>Learning Objectives</i>	Upon completion of this course, learners will be able to: • Select the key components of an effective interview strategy. • Recognize strategies that prioritize the candidate's time. • Identify effective preparation strategies for an interview.

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Training Outline

Introduction

- Welcome
 - Navigation
 - Introduce Learning Objectives (LO's)
- Opening scenario
 - Recruiter contacts a candidate for an interview.
 - Hiring manager cancels and reschedules the interview.
 - Follow up phone call with recruiter. Candidate explains the hiring manager described a job that was not what the candidate applied for and no longer wishes to continue with the process because it was a waste of time.

Topic 1: Key Components

- Timeliness
- Identify Wants and Needs
- Identifying Stakeholders
- Interview Preparation
- Remembering Purpose

Topic 2: The Importance of Time

- Prioritizing the candidate's time
- Identifying wants and needs
- Defining purpose
- Knowledge Check #1

Topic 3: Interview Preparation

- Identifying stakeholders
- Training the interviewers
- Identifying questions to ask
- Knowledge Check #2

Interview Success

- Scenario
 - Recruiter schedules an interview with the candidate.
 - Email communication with stakeholders identifying interview time/day, job description, and request to forward list of questions to everyone on email list.
 - Day of the interview , the candidate meets with all stakeholders and leaves with handshakes.
 - Recruiter calls to offer the candidate a job and the candidate happily accepts.

Summary

Assessment

- 5 question assessment
- Results

Conclusion

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<i>Assessment Plan</i>	• Learner must score 80% or better to pass ○ Unlimited attempts ○ Immediate feedback will not be given ○ Learner may review correct responses after first attempt • Assessment questions: ○ 5 questions in varying formats that address the 7 key strategies for effective interviews, timeliness, and effective preparation strategies.
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