

Strategies for High-Quality Interviewing

Reviewer Directions: Please review for accuracy and consistency of content with company training mission, as well as visual design preference. Leave feedback comments directly on this Google document. Review cycle due for completion 3/17/23.

Target Audience: Hiring managers and recruiters.

Seat Time: 20 Minutes

Learning Objectives:

1. Identify the steps of preparing for a structured interview.
2. Recognize four common mistakes that can sabotage an interview.
3. Describe the importance of a timely and efficient interview process.
4. Choose the best communication strategies to conduct a successful interview.

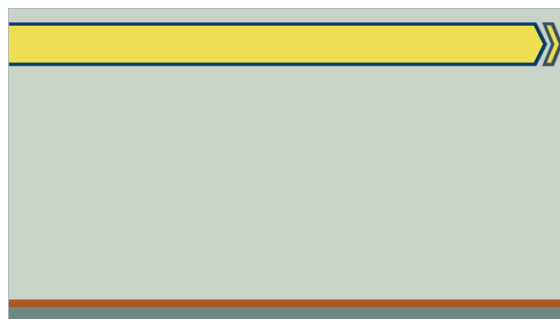
Outline:

- **Introduction, Navigation, and Course Overview**
- **Steps of Preparing for Structured Interview Process (L01)**
 - The Why: thorough preparation conveys value for candidate's time and increases rate of success
 - Step 1: Define all major topics to cover during interview
 - Step 2: List essential/relevant content-related questions to determine if candidate is good fit for specific position
 - Step 3: List questions about business acumen and personality to determine if candidate is good fit for company culture
 - KC 1
- **4 Common Mistakes (L02)**
 - 1. Using generic checklists and coding tests
 - 2. Asking redundant questions instead of improvising
 - 3. Overwhelming candidate with challenging questions
 - 4. Leaving out key decision makers

Custom Borders & Header Slide Master #1



Custom Borders & Header for KC and LO #2



- **Importance of Timeliness (L03)**
 - Losing a candidate due to slow timeline example
 - KC 2
- **Choose the Best Strategies (L04)**
 - Interview Branching Scenario 1
 - Interview Branching Scenario 2
 - Assessment
 - 5 Graded quiz questions in varying formats
- **Results and Summary**
 - Results: Displays learner score; gives review/retry option
 - Summary
 - Conclusion and Congratulations



Global Comments:

- Use Classic Player in Storyline.
- Slide numbers with letters (ex. 1.8a) indicate layers for corresponding slide numbers.
- Slide dimensions are 16:9 ratio with slide size (1280:720).
- [Bracketed text] should not be visible on the slide.
- All slides have a custom top and bottom border using custom color palette.
- An icon illustrating the slide title will be placed in the left corner of each custom header.
- Slide title will appear in custom header unless otherwise noted.
- Use fade animation for text and objects unless otherwise noted.
- Menu is free and seekbar is visible and controllable on all slides and layers with audio.
- All thumbnails are client-provided or commercial-use stock photos that are publishable.
- Full-resolution image files will be provided in a shared folder.

Slide [1.1]/ Menu Title: <i>[Introduction]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
No top/bottom border Background image: Photo of interview being conducted in office setting  Company logo set in semi-transparent shape overlaying the background image on the left side of the slide Custom Navigation and Begin Course buttons in the bottom right corner	[Slide Title] Strategies for High-Quality Interviewing [buttons] Navigation Begin Course	[Female narrator VO] <i>[Welcome to the Strategies for High-Quality Interviewing Course! If you'd like some guidance on how to navigate the course, click the navigation button. If you're ready to get started, click the Begin Course button.]</i>	Navigation and Begin course button will fade in when the VO says those words. Clicking the Navigation button will take learner to slide 1.2, while clicking the Begin Course button will take learner to slide 1.3.

Slide [1.2]/ Menu Title: <i>[Navigation]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
No top/bottom border Background image of a piece of lined note-taking paper	[Slide Title] Navigation	<i>[Use these tools to move around the course.</i> <i>Here you will find the navigation menu.</i> <i>This button will play and pause the course.</i>	On the word "here", the pen image will begin traveling on motion paths, the tip pointing to each button and navigation feature in sync with words "menu", "play", "seekbar", "replay", "volume", "previous", and "next".

 Image of a pen will begin in the upper left corner and will float around the screen pointing at each navigation feature sequentially.	<i>This is the seekbar.</i> <i>This button will replay the course content.</i> <i>This button controls the volume.</i> <i>Use this button to return to a previous slide.</i> <i>Use this button to advance to the next slide.</i> <i>Click NEXT to begin the course.]</i>	
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Slide [1.3]/ Menu Title: [Learning Objectives]		Objective: [#1-4]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Each learning objective will appear next to a custom bullet in a color from the project palette, filling the empty space within master slide #2.	[Slide Title] Learning Objectives - Identify the steps of preparing for a structured interview. - Recognize four common mistakes that can sabotage an interview. - Describe the importance of a timely and efficient interview process. - Choose the best communication strategies to	[By the end of this course, you will be able to: <i>Identify the steps of preparing for a structured interview, recognize four common mistakes that can sabotage an interview, describe the importance of a timely and efficient interview process, and choose the best communication strategies to conduct a successful interview.]</i>	Text bullets will fade in timed with the first word of each sentence.

	conduct a successful interview.		
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Slide [2.1]/ Menu Title: <i>[The Why]</i>			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background photographic image of an office space fills the space between the top and bottom borders.  Dylan avatar will fill the left quarter of the screen. Callout box will appear to the right of Dylan avatar.	[Slide Title] The Importance of Preparation <i>[Callout]</i> Hi, I'm Dylan! I hear you are ready to brush up on your interviewing skills. I've found that thorough preparation is the key. It really makes each candidate feel that we value their time, moves the process along faster, and that we are a company they'd want to work for. Come into my office and we'll go over the strategies that I've found to be the most effective...	[Female Narrator VO] <i>[Meet Dylan - he is one of our most seasoned staff members on the HR team, and is extremely skilled at conducting successful interviews. He'll be your guide today!]</i> [Male avatar VO, continues until noted switch back to female narrator on slide 6.1] <i>[Hi, I'm Dylan! I hear you are ready to brush up on your interviewing skills. I've found that thorough preparation is the key. It really makes each candidate feel that we value their time, moves the process along faster, and that we are a company they'd want to work for. Come into my office and we'll go over the strategies that I've found to be the most effective...]</i>	Dylan avatar will advance via motion path to enter the screen from the left side of the slide and will stop and assume a waving posture when VO says "meet Dylan". Avatar will assume a relaxed/friendly posture while female VO completes, and then will change to talking and gesturing when his VO begins. Callout boxes will fade in and out, timed with VO reference. Next button will be hidden on this slide. Learner will auto-advance to slide 2.2 when the timeline completes.

Slide [2.2]/ Menu Title: <i>[Steps]</i>			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

New photo of office interior will fill the space between top and bottom border. Photo will feature a desk with a binder/portfolio sitting on it.  Dylan Avatar will be positioned next to the desk within reaching distance of the binder. In the empty space to the right of the desk and Dylan avatar, a large rectangle labeled with the slide title will appear as if it is a binder or notebook with 4 rounded rectangular tabs arranged vertically to the right of the large rectangular cover. Each tab will be a different palette color.	[Slide Title] Steps of Preparing for a Structured Interview Process [Buttons] Scheduling Major Topics Essential Questions Company Culture [Callout] I've compiled an outline of the most important steps to remember when preparing for an interview. Let's go over the key points together! [Directions] Click each tab to learn more about Dylan's strategies for successful interviewing. When you're finished, click the next button to test your knowledge about how to prepare for an interview.	<i>[I've compiled an outline of the most important steps to remember when preparing for an interview. Let's go over the key points together!]</i>	Callout will fade in timed with VO start and will fade out when tab interaction appears. Tab interaction will appear like a book or binder, and will fade in when VO says "let's go". Learner will be prevented from clicking the tabs until VO completes. Learner will be able to click each of the three tabbed buttons, which will have hover and visited states. Each tab will reveal a layer with an audio explanation, a small photo, and a bulleted summary of the narration. Next button will be hidden until all tabs have been visited. Once revealed, next button will take learner to slide 2.3
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Rectangle will appear over original binder cover, as if a page has been turned. Slide text will populate the rectangle as if written in an instructional manual. Dylan Avatar remains on left side of slide, with arm extended towards the binder.	[Slide Title] Schedule The Interview - Decide key stakeholders who should be present - Schedule interview promptly and invite everyone who should be present	<i>[Decide key stakeholders that should be present at the interview based on the needs of the position. Schedule the interview at a time when all pertinent people can attend, to minimize the number of times the candidate may need to return. Schedule the interview promptly but with enough time to refine your topics and questions.]</i>	New rectangle matching tab color will fade in over original binder cover when learner clicks a tabbed button, as if a page has been turned to that section of the manual. Bullets will fade in timed with VO words “decide” and “schedule”.

Slide [2.2b]			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual display for 2.2a - 2.2d	[Slide Title] Major Topics - Define the number of major topics 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 - Create a checklist to ensure that you cover each intended topic	[The first step is to define the number of major topics you will need to ask questions about. For instance, Let's say you're interviewing a .NET/C# developer. You may have topics about OO Concepts, Design Patterns, .NET Framework, C#, ASP.NET MVC, SQL Server, Entity Framework, ADO.NET, WCF, and Web API. That's 10 topics and it would be easy to forget one if you didn't define them in advance. Create a checklist to ensure that you cover each intended topic.]	New rectangle matching tab color will fade in over original binder cover when learner clicks a tabbed button, as if a page has been turned to that section of the manual. First bullet will fade in on the word “define”. Beginning with VO cue “OO Concepts, each number will fade in and be replaced by the next to count the number of topics.

			On the word “create” in the VO, the number 10 will be replaced with the final bullet text.
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Slide [2.2c]			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual display for 2.2a - 2.2d)	[Slide Title] Essential Questions • Determine which questions you need to ask and organize a list • Review the list and eliminate any questions that don't seem essential and relevant • During the interview, skip questions the candidate answers inadvertently or whose answers can be implied	<i>[For each topic, determine which questions you need to ask in order to be confident that the candidate is knowledgeable. Organize the list of questions to ensure that you've covered all important topics.</i> <i>Review the list you've made, checking that all questions are both essential and relevant to the position. Editing the list in advance can prevent wasting time during the interview.</i> <i>During the interview, skip over questions the candidate answers inadvertently or whose answers can be implied, improvising to avoid redundant questioning and to express interest in the candidate's experiences.]</i>	New rectangle matching tab color will fade in over original binder cover when learner clicks a tabbed button, as if a page has been turned to that section of the manual. Bullets will fade in on the words “determine”, “review”, and “during”.

Slide [2.2d]			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Same visual display for 2.2a - 2.2d	[Slide Title] Company Culture • Candidate must match business acumen and culture • Get to know the candidate personal level	<i>[Your new hire must be a match in business acumen and culture. Write a few questions relating to your business and culture which you would need in order to make a decision. The interview is to not just know what the candidate can do for you but to get to know the candidate on a business and personal level.]</i>	New rectangle matching tab color will fade in over original binder cover when learner clicks a tabbed button, as if a page has been turned to that section of the manual. Bullets will fade in on the words “candidate” and “get”
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Slide [2.3]/ Menu Title: <i>[Knowledge Check 1]</i>		Objective: [#1]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Use KC master slide as background. On far right is a photographic image of someone conducting an interview.  On the left is the multiple-choice question. A smaller version of the Dylan avatar gestures at the answers.	[Test Your Knowledge] <i>[Question]</i> Imagine you have found an applicant you think seems promising. Click the answer you think best describes the process of preparation you should use, and then click the Submit button. [Answers, correct bolded] Conduct pre-screening coding tests, schedule the interview, define essential topics and questions, add some	<i>[Now it's time to check if you know how to prepare for an interview.</i> <i>Imagine you have found an applicant you think seems promising. Click the answer you think best describes the process of preparation you should use, and then click the Submit button.]</i>	Multiple choice graded question format. Once learner clicks submit, correct or incorrect feedback layer will be displayed. Clicking Continue will advance learner to slide 3.1, while clicking Try again will take them back to the beginning of the KC. Player Next button will be hidden.

	personal questions to assess compatibility with company culture Schedule the interview, define major topics, list essential questions, add some personal questions to assess compatibility with company culture Brainstorm interview questions, schedule interview, call candidate to screen for company culture compatibility, research candidates online persona List essential questions, define major topics, add some personal questions, and then schedule an interview [Custom Correct Feedback] You nailed it, that's the correct order in which to prepare for an interview! [Custom Try Again feedback]		
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	Nice try! Actually, best practice is to schedule the interview, define major topics, list essential questions, and then add some personal questions to assess compatibility with company culture. [Custom Incorrect Feedback] Something is out of order. Review the information and try again to make your process more efficient. [Buttons] Continue Try Again		
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Slide [3.1]/ Menu Title: <i>[Four Common Mistakes]</i>			Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
New photographic image fills the space between the top and bottom border depicting an interview as seen from through a glass window, during which the interviewee looks stressed and unhappy.	[Four Common Mistakes] 1. Using checklists or coding tests 2. Asking redundant questions instead improvising	<i>[Now let's observe an interview in process. Let me point out four common mistakes I have learned can really sabotage an interview.</i> <i>The first thing you should avoid is using checklists or coding tests. You're not</i>	Bullets will fade into rectangle on the VO words "using", "ask", "overwhelm", and "decision-makers". Next button will be hidden on this slide.

On the far right of the screen is a rectangle in which summary bullets will appear. On the left is Dylan Avatar. Above Dylan's head on the wall is a clock. 	3. Overwhelming the candidate with only challenging questions 4. Leaving out key decision-makers [Directions] Click on the clock to learn more	<i>ordering parts or testing a product, so instead of relying on these generic aides, try to customize the interview to the candidate. Coders will not be coding under strict time limits while being stared at, so we don't want to use these unrealistic tests in an interview.</i> <i>You should try not to ask redundant questions. Listen carefully to the candidate, and you will find that some of your planned questions are no longer necessary, or that you think of new questions based on new information. Instead of rigidly sticking to a script, don't be afraid to improvise.</i> <i>Don't overwhelm the candidate by asking only the most challenging and technical questions you can think of. Instead, vary the difficulty of questions and try to make the candidate feel comfortable.</i> <i>Make sure the candidate meets all key decision-makers, rather than needing to come back for multiple rounds to be evaluated by others. Bringing all important players to the first interview conveys that you value the candidate's time and enables you to make an offer before another company does.</i> <i>Click on the clock to learn more.]</i>	The directions text will fade in below the bullets when the VO says "click". At the same time, an arrow will fly in pointing to the clock, which will only become clickable after the VO completes.
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Slide [4.1]/ Menu Title: <i>[Importance of Timeliness]</i>			Objective: [#3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Dylan avatar appears on left side of screen. Four square photos that represent each action or behavior sit in a grid, between the top and bottom border and not overlapping Dylan or his callouts.  To the right of the four photos is a small empty box for a checkmark.	[Slide Title] The Importance of Timeliness [Callouts] My greatest advice for you is to always remember the importance of timeliness in the interview process. Just last week I had a colleague lose a candidate to another company because he failed to include all key decision-makers, and he took too long scheduling a second interview. The candidate was interested in the position and was a good fit, but she got sick of waiting and decided to take another offer. [Directions] Click the images to review actions that communicate to the	<i>[My greatest advice for you is to always remember the importance of timeliness in the interview process. Just last week I had a colleague lose a candidate to another company because he failed to include all key decision-makers, and he took too long scheduling a second interview. The candidate got sick of waiting and decided to take another offer.</i> <i>Click the images to review actions that communicate to the candidate that you value their time.</i> <i>After reviewing all four images, click to put a checkmark in the empty box when you are ready to test your knowledge about timeliness.]</i>	Clickable flip cards will reveal flip card text. Once all flip cards have been visited, the learner can click the empty checkbox to populate a checkmark and trigger the transition to slide 4.2. Next button will be hidden on this slide.

	candidate that you value their time. Click to put a checkmark in the empty box when you are ready to test your knowledge about timeliness. [Flipcards] Schedule the interview at the earliest possible time Be punctual in communications and with appointments Make sure everyone who needs to meet the candidate is at the first interview Make an offer or let the candidate know the position has been filled as soon as possible		
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Slide [4.2]/ Menu Title: <i>[Knowledge Check 2]</i>			Objective: [#3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Use KC master slide as background.	[Slide Title] Test Your Knowledge	<i>[One of the most important strategies you can use is to make it clear to the</i>	True/false graded question format.

On far right is a photographic image of happy interview candidate.  On the left is the multiple-choice question. A smaller version of the Dylan avatar gestures at the answers.	[Question] One of the most important strategies you can use is to make it clear to the candidate that you value their time by being punctual in your scheduling and communications. [Answers, correct in bold] True False [Custom Correct Feedback] That's exactly right! Making the candidate feel valued and preventing unnecessary waiting is an effective strategy. [Custom Incorrect Feedback] That's incorrect, being punctual in your	<i>candidate that you value their time by being punctual in your scheduling and communications.]</i>	Once learner clicks submit, correct or incorrect feedback layer will be displayed. Clicking Continue in either feedback layer will advance learner to slide 5.1. Player Next button will be hidden.
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	scheduling and communications is actually an excellent strategy for an efficient and courteous interview process. [Buttons] Continue		
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Slide [5.1]/ Menu Title: <i>[Choosing the Best Communication Strategies]</i>			Objective: [#4]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Dylan avatar smiles with first narration sentence, and waves goodbye at the end of the sentence.	[none]	<i>[Now that you've heard all of my tips for conducting a structured interview, let's throw you into some interview scenarios and see how you do!]</i>	Slide auto advances at the end of the narration to slide 5.2 Next button is hidden on this slide.

Slide [5.2]/ Menu Title: <i>[Interview Scenario 1]</i>			Objective: [#2,4]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Lucy avatar faces the learner as if being interviewed. Behind the avatar is a generic office background. Avatar is positioned on left side of the screen, with 3 rectangles featuring choices on the right.	[Slide Title] Scenario 1 [Answers, correct in bold] Stick to the script and ask the question, even though Lucy has just given an example of persisting through a professional challenge. It	<i>[You're in the middle of interviewing Lucy, and you look down at the list of questions you've prepared. You're supposed to ask her about a time that she persisted through a difficult professional challenge, but you realize that she just told you a story about overcoming a conflict with a coworker. Choose the best response:]</i>	When learner clicks a choice of how to respond in the interview, one of three potential layers will be revealed.

	can't hurt to hear another. Skip this question and move on, since you already heard a relevant example and time is running short. Ask an intensely challenging coding question to see if you can stump Lucy.		
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Slide [5.2a] (revealed when learner clicks 1st choice)			Objective: [#2,4]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Lucy avatar changes from calm listening to a confused thinking expression. Base layer questions are hidden, but the background photograph and title shows through. A semitransparent rectangle partially covers the background and creates a space for the bullets to appear. An arrow pointing to the right is positioned on the far right of the slide.	[Slide Title] Scenario 1 - Sticking to the script is not always the best choice - Skip redundant questions and move forward [Directions] Click the forward arrow to keep interviewing Lucy.	<i>Sticking to the script here was probably not the best choice. Lucy seems to struggle to think of another example right after she just explained a relevant one. Remember, we want to convey to the candidate that our company values her time, so it's okay to skip redundant questions and move forward.</i> <i>Click the forward arrow to keep interviewing Lucy.</i>	Two text bullets fade in over the semitransparent rectangle, timed with when the VO says "sticking" and "skip". Clicking the arrow will advance learner to slide 5.3.

Slide [5.2b] (revealed when learner clicks 2nd choice)	Objective: [#2,4]
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Lucy avatar changes from calm listening to a smile. Base layer questions are hidden, but the background photograph and title shows through. A semitransparent rectangle partially covers the background and creates a space for the bullets to appear. An arrow pointing to the right is positioned on the far right of the slide.	[Slide Title] Scenario 1 - Avoiding a redundant question keeps the interview moving and shows Lucy that you value her time - With the time saved, you got to learn more about Lucy's personality [Directions] Click the forward arrow to keep interviewing Lucy.	<i>[Avoiding a redundant question was the best choice! The interview proceeds smoothly and Lucy seems confident as she thanks you for your genuine interest.</i> <i>With the time you saved by skipping a repetitive question, you get to ask Lucy a question about her work ethic, which gives her another opportunity to shine and helps you evaluate if she is a good match for the company's culture.</i> <i>Click the forward arrow to keep interviewing Lucy.]</i>	Two text bullets fade in over the semitransparent rectangle, timed with when the VO says "avoiding" and "time". Clicking the arrow will advance learner to slide 5.3.

Slide [5.2c] (revealed when learner clicks 3rd choice)			Objective: [#2,4]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Lucy avatar changes from calm listening to a panicked/overwhelmed expression. Base layer questions are hidden, but the background photograph and title shows through. A semitransparent rectangle partially covers the background and creates a space for the bullets to appear.	[Slide Title] Scenario 1 - Trying to stump the candidate with an overly challenging question can backfire - Vary the difficulty and make the candidate feel comfortable	<i>[Trying to stump the candidate with an overly challenging question is not a productive tactic. Lucy looks panic-stricken and admits she doesn't know the answer. Overwhelmed, she begins to shut down and has trouble focusing on the next question.</i> <i>It would be more effective to vary the difficulty of the questions and to try to make Lucy feel comfortable.</i>	Two text bullets fade in over the semitransparent rectangle, timed with when the VO says "trying" and "vary". Clicking the arrow will advance learner to slide 5.3.

An arrow pointing to the right is positioned on the far right of the slide.	[Directions] Click the forward arrow to keep interviewing Lucy.	<i>Click the forward arrow to keep interviewing Lucy.]</i>	
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Slide [5.3]/ Menu Title: <i>[Interview Scenario 2]</i>			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Lucy avatar again faces the learner as if being interviewed, now with neutral expression. Behind the avatar is a generic office background. Avatar is positioned on left side of the screen, with 3 rectangles featuring choices on the right.	[Slide Title] Scenario 2 [Answers, correct in bold] Since you didn't prepare anything else in advance of the interview, improvise by chatting about the weather. Give Lucy a coding test since there's extra time - it will be interesting to see how he performs under pressure with a time constraint. Ask Lucy the questions you've prepared about her business acumen and personality, to try to determine if she's a good fit for the company culture.	<i>[You have moved through your list of essential interview questions, covering all major topics. You feel that Lucy is experienced in the software and has enough technical knowledge to be successful in this role. You have about 10 more minutes left - what should you do?]</i>	When learner clicks a choice of how to respond in the interview, one of three potential layers will be revealed.

Slide [5.3a] (revealed when learner clicks 1st choice)			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Lucy avatar changes from calm listening to a skeptical or bored expression. Base layer questions are hidden, but the background photograph and title shows through. A semitransparent rectangle partially covers the background and creates a space for the bullets to appear. An arrow pointing to the right is positioned on the far right of the slide.	[Slide Title] Scenario 2 - Lucy isn't engaged and neither party learns something new - Instead, ask questions about business acumen and personality that convey value for time and interest in candidate [Directions] Click the forward arrow to get ready to take a quiz on what you've learned so far.	<i>[Lucy looks bored by the small talk - the weather conversation doesn't help you learn about each other and isn't the most effective use of time. You don't appear to know what you are looking for.</i> <i>Instead, you could have asked Lucy questions about her business acumen and personality to see if she is a good match with the company culture. This is educational for both parties and conveys to Lucy that you value her time and getting to know her as a person.</i> <i>Click the forward arrow to get ready to take a quiz on what you've learned so far.]</i>	Two text bullets fade in over the semitransparent rectangle, timed with when the VO says "learn" and "questions". Clicking the arrow will advance learner to slide 5.4.

Slide [5.3b] (revealed when learner clicks 2nd choice)			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Lucy avatar changes from calm listening to a stressed and anxious expression. Base layer questions are hidden, but the background photograph and title shows through.	[Slide Title] Scenario 2 Lucy seems like a nervous test taker and didn't get to shine here.	<i>[Lucy looks flustered and begins to sweat as she completes the test. You might find great candidates by doing coding tests but you'll miss many more.</i> <i>When people write code, they don't do it under pressure with people watching - so it's not best practice to surprise your</i>	Two text bullets fade in over the semitransparent rectangle, timed with when the VO says "flustered" and "replicate". Clicking the arrow will advance learner to slide 5.4

A semitransparent rectangle partially covers the background and creates a space for the bullets to appear. An arrow pointing to the right is positioned on the far right of the slide.	Coding tests are unrealistic and do not mirror the expectations for the position you are hiring for [Directions] Click the forward arrow to get ready to take a quiz on what you've learned so far.	<i>candidate with a timed test that doesn't replicate what their work experience will be and may not showcase their true skills.</i> <i>Click the forward arrow to get ready to take a quiz on what you've learned so far.]</i>	
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Slide [5.3c] (revealed when learner clicks 3rd choice)			Objective: [#1,4]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Lucy avatar changes from calm listening to a happy and confident expression. Base layer questions are hidden, but the background photograph and title shows through. A semitransparent rectangle partially covers the background and creates a space for the bullets to appear. An arrow pointing to the right is positioned on the far right of the slide.	[Slide Title] Scenario 2 - Lucy got to learn more about the company - Your purpose is to end with a better sense of how the candidate will match with the company culture [Directions] Click the forward arrow to get ready to take a quiz on what you've learned so far.	<i>[Lucy seems at ease and happy to learn more about the company. Trying to evaluate if Lucy is a good fit for the company culture is a great way to conclude the interview.</i> <i>Your purpose is not just to find out what the candidate can do for you, but to get to know her on a business and personal level.</i> <i>Click the forward arrow to get ready to take a quiz on what you've learned so far.]</i>	Two text bullets fade in over the semitransparent rectangle, timed with when the VO says "learn" and "purpose". Clicking the arrow will advance learner to slide 5.4

Slide [5.4]/ Menu Title: <i>[Quiz Introduction]</i>

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Dylan Avatar reappears on the lefthand side of the slide. Rectangle in the center of the screen will house text summary of the upcoming quiz.	[Slide Title] Quiz Introduction 5 Questions Varying Formats 80% Passing Score	<i>[Great work hopping into your first interview! I think you're ready to take a quiz to test what you've learned today. There will be 5 questions in varying formats and you'll need to score 80% to pass. Click the next button when you're ready to start the quiz.]</i>	3 phrases will fade into the box timed with "5 questions", "varying formats", and "80%".

Slide [5.5]/ Menu Title: <i>[Quiz Question 1: Hidden From Player Menu]</i>			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Directions will appear below the title bar in slide master #1	[Slide Title] Question 1 [Directions] Drag the steps for preparing for the structured interview into the correct order, and then click submit. [Answers] Schedule the interview Define major topics List essential questions Add some personal questions to assess compatibility with company culture	[None]	Slide format will be a graded matching drag-and-drop quiz question. Learned will reorder the interview planning steps to match the numbers and click submit. Clicking submit will auto-advance the learner to slide 5.6. Next button will be hidden on this slide.

	[Match with] Step 1 Step 2 Step 3 Step 4		
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Slide [5.6]/ Menu Title: <i>[Quiz Question 2: Hidden From Player Menu]</i>			Objective: [#3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual formatting for slides 5.5 - 5.9	[Slide Title] Question 2 [Directions] Check all of the recommended strategies that emphasize the importance of timeliness and then click submit when finished: [Answers, correct bolded] Schedule the interview at the earliest possible time Administer a timed coding test during the interview to determine	[None]	Slide format will be a graded “check all that apply” quiz question. Clicking submit will auto-advance the learner to slide 5.7. Next button will be hidden on this slide.

	how fast the candidate can work Make an offer or let the candidate know the position has been filled as soon as possible Make sure everyone who needs to meet the candidate is at the first interview Always schedule three rounds of interviews so there's plenty of time for all decision-makers to evaluate the candidate Be punctual in communications and with appointments		
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Slide [5.7]/ Menu Title: <i>[Quiz Question 3: Hidden From Player Menu]</i>			Objective: [#1-4]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual formatting for slides 5.5 - 5.9, except above each bio is a small headshot photograph depicting the hiring manager.	[Slide Title] Question 3 [Directions] You have an opportunity to choose a hiring manager to partner with	[None]	Slide format will be a graded hotspot quiz question. Learner will click the photo of the person they would partner with and then click submit.

	for an upcoming interview. Who would you pick? Click the headshot of the best communicator and then click the submit button: [Answers, correct bolded] Kiaan - Charming, funny, very advanced technical knowledge, sometimes drags his feet on scheduling promptly. Truly enthusiastic about the company's mission but doesn't always respect other people's time. Patrick - Organized, punctual, always sticks to the script, good at making small talk, and staying on schedule. Prefers to use a checklist and standardized aptitude tests for consistency. Natalia - Passionate, former coder with a lot of technical experience,		Clicking the submit button will advance learner to slide 5.8. Next button will be hidden on this slide.
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	enjoys creating challenging interview questions, great talker but can get distracted from the goal of finding the best candidate. Imani - Always prepares thoroughly but is not afraid to improvise for efficiency, prompt scheduler and responder who remembers to include other decision-makers in the process, skilled at describing the company's culture, and making candidates feel valued.		
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Slide [5.8]/ Menu Title: <i>[Quiz Question 4: Hidden From Player Menu]</i>			Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual formatting for slides 5.5 - 5.9	[Slide Title] Question 4 [Directions] Check the four most common interviewing mistakes and click the submit button	[None]	Slide format will be a graded "check all that apply" quiz question. Clicking submit will auto-advance the learner to slide 5.9.

	[Answers] Using checklists or coding test Making the interview questions too simple and easy Asking redundant questions instead improvising Overpreparing for the interview with a list of topics and essential questions Overwhelming the candidate with only challenging questions Leaving out key decision-makers		Next button will be hidden on this slide.
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Slide [5.9]/ Menu Title: <i>[Quiz Question 5: Hidden From Player Menu]</i>			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual formatting for slides 5.5 - 5.9	[Slide Title] Question 5 [Directions] Select whether you think the statement is true or	[None]	Slide format will be a true/false graded quiz question. Clicking submit will auto-advance the learner to slide 6.1.

	false and then click the submit button. [Statement] A skilled interviewer can make up all the topics and questions on the fly, and shouldn't waste time with preparation. [Answers, correct in bold] True False		Next button will be hidden on this slide.
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Slide [6.1]/ Menu Title: <i>[Results Slide]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
No top or bottom border on this slide. Rectangle in center of screen contains text boxes with learner scores and custom navigation buttons. Behind the rectangle is a gradient background formatted with three colors from the palette.	[Slide Title] Your Results Your Score: Passing Score:	[None]	Success or failure layer showing learner score will be displayed based on learner score. Navigation will continue based on custom buttons on each layer. Buttons will have hover states.

Slide [6.1a]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Slide 6.1 shows through as background for failure layer.	[Slide Title] Your Results	[Switch to Female Narrator VO for remainder]	Learner can click the review quiz button to review custom

	[Buttons] Review Quiz Retry Quiz	<i>[You did not pass the quiz. Please click the review button and then retry the quiz.]</i>	feedback layers, or can click to retry button to return to slide 6.2. Buttons have hover states. Next button will be hidden.
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Slide [6.1b]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Slide 6.1 shows through as background for success layer.	[Slide Title] Your Results You passed! You're ready to start leading interviews! [Buttons] Continue Review Quiz Retry Quiz	<i>[Congratulations, you passed the quiz. If you would like to review your results, click the review button. If you'd like to try the quiz again, click the retry button. If you are satisfied with your results and ready to move on, click the continue button.]]</i>	Learner can click the review quiz button to review feedback layers, click the retry button to return to slide 5.5, or click the custom Continue button to advance to slide 6.2. Buttons have hover states. Next button will be hidden.

Slide [6.2]/ Menu Title: <i>[Summary]</i>			Objective: [#1-4]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Slide master #1 will be the background for bullet points.	[Slide Title] Summary Moving forward, you will be able to confidently:	<i>[You have now completed your training and are ready to be a part of our team of skilled interviewers. Moving forward, you will be able to confidently:</i>	First sentence will fade in timed with matching VO, as will each subsequent bullet point.

	● Identify the steps of preparing for a structured interview. ● Recognize four common mistakes that can sabotage an interview. ● Describe the importance of a timely, efficient interview process. ● Choose the best communication strategies to conduct a successful interview.	<i>Identify the steps of preparing for a structured interview.</i> <i>Recognize four common mistakes that can sabotage an interview.</i> <i>Describe the importance of a timely, efficient interview process.</i> <i>Choose the best communication strategies to conduct a successful interview.]</i>	Next button will be hidden until VO completes.
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Slide [6.3]/ Menu Title: <i>[Congratulations]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Photo of office setting fills the space between top and bottom border.  Dylan and Lucy Avatars appear on either side of the image, smiling and waving.	[Slide Title] Congratulations, you've completed the course! [Buttons] Exit Course	<i>[Now that you've learned the basics of how to structure and conduct an interview, you're ready to start scheduling and preparing! Soon you be able to apply your knowledge in real time to expand our technical team by hiring quality candidates. Congratulations, you've completed the course!]</i>	Custom Exit Course button sits in the center of the rectangle and triggers learner to exit course when clicked.

