# 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.

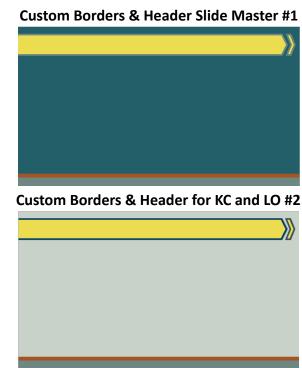
**Seat Time: 20 Minutes** 

### **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)
  - o The Why: thorough preparation conveys value for candidate's time and increases rate of success
  - o Step 1: Define all major topics to cover during interview
  - o 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
  - o KC 1
- 4 Common Mistakes (L02)
  - o 1. Using generic checklists and coding tests
  - o 2. Asking redundant questions instead of improvising
  - o 3. Overwhelming candidate with challenging questions
  - o 4. Leaving out key decision makers



#### Importance of Timeliness (L03)

- o Losing a candidate due to slow timeline example
- o KC 2

## • Choose the Best Strategies (L04)

- o Interview Branching Scenario 1
- Interview Branching Scenario 2
- o Assessment
- o 5 Graded quiz questions in varying formats

# Results and Summary

- Results: Displays learner score; gives review/retry option
- o Summary
- o 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: [Introduction]				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
No top/bottom border	[Slide Title] Strategies for	[Female narrator VO] [Welcome to the Strategies for	Navigation and Begin course button will fade in when the	
Background image: Photo of interview being conducted in office setting	High-Quality Interviewing  [buttons]  Navigation  Begin Course	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.]	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.	
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 [1.2]/ Menu Title: [Navigation]				
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
No top/bottom border	[Slide Title]	[Use these tools to move around the	On the word "here", the pen	
	Navigation	course.	image will begin traveling on	
Background image of a piece of			motion paths, the tip pointing	
lined note-taking paper		Here you will find the navigation menu.	to each button and navigation	
			feature in sync with words	
		This button will play and pause the	"menu", "play", "seekbar",	
		course.	"replay", "volume", "previous",	
			and "next".	

	This is the seekbar.  This button will replay the course content.  This button controls the volume.
Image of a pen will begin in the upper left corner and will float	Use this button to return to a previous slide.
around the screen pointing at each navigation feature sequentially.	Use this button to advance to the next slide.
	Click NEXT to begin the course.]

Slide [1.3]/ Menu Title: [Learning Ob	jectives]		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.	<ul> <li>[Slide Title]</li> <li>Learning Objectives</li> <li>Identify the steps of preparing for a structured interview.</li> <li>Recognize four common mistakes that can sabotage an interview.</li> <li>Describe the importance of a timely and efficient interview process.</li> <li>Choose the best communication strategies to</li> </ul>	[By the end of this course, you will be able to:  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.]	Text bullets will fade in timed with the first word of each sentence.

conduct a	
successful	
interview.	

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

Slide [2.2]/ Menu Title: [Steps]			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've compiled an outline of the most important steps to remember when preparing for an interview. Let's go over the key points together!]

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

Slide [2.2a] Objective: [#1]

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Rectange will appear over original	[Slide Title]	[Decide key stakeholders that should be	New rectangle matching tab
binder cover, as if a page has been	Schedule The Interview	present at the interview based on the	color will fade in over original
turned. Slide text will populate the		needs of the position. Schedule the	binder cover when learner
rectangle as if written in an	<ul> <li>Decide key</li> </ul>	interview at a time when all pertinent	clicks a tabbed button, as if a
instructional manual.	stakeholders who	people can attend, to minimize the	page has been turned to that
	should be present	number of times the candidate may need	section of the manual.
Dylan Avatar remains on left side of	<ul> <li>Schedule interview</li> </ul>	to return. Schedule the interview	
slide, with arm extended towards	promptly and invite	promptly but with enough time to refine	Bullets will fade in timed with
the binder.	everyone who	your topics and questions.]	VO words "decide" and
	should be present		"schedule".

Slide [2.2b]			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual display for 2.2a - 2.2d	<ul> <li>[Slide Title]</li> <li>Major Topics</li> <li>Define the number of major topics</li> <li>1, 2, 3, 4, 5, 6, 7, 8, 9, 10</li> <li>Create a checklist to ensure that you cover each intended topic</li> </ul>	[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.
--	--	--	--

Slide [2.2c]			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	Slide Text:  [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	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.  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.  During the interview, skip over questions the candidate answers inadvertently or	
	questions the candidate answers inadvertently or whose answers can be implied	whose answers can be implied, improvising to avoid redundant questioning and to express interest in the candidate's experiences.]	

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

Same visual display for 2.2a - 2.2d	[Slide Title]	[Your new hire must be a match in	New rectangle matching tab
	Company Culture	business acumen and culture. Write a few	color will fade in over original
	<ul> <li>Candidate must</li> </ul>	questions relating to your business and	binder cover when learner
	match business	culture which you would need in order to	clicks a tabbed button, as if a
	acumen and	make a decision. The interview is to not	page has been turned to that
	culture	just know what the candidate can do for	section of the manual.
	<ul> <li>Get to know the</li> </ul>	you but to get to know the candidate on a	
	candidate	business and personal level.]	Bullets will fade in on the
	personal level		words "candidate" and "get"

Slide [2.3]/ Menu Title: [Knowledge	Check 1]		Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Use KC master slide as background.	[Test Your Knowledge]	[Now it's time to check if you know how to prepare for an interview.	Multiple choice graded question format.
On far right is a photographic image	[Question]		
of someone conducting an		Imagine you have found an applicant you	Once learner clicks submit,
interview.	Imagine you have found	think seems promising. Click the answer	correct or incorrect feedback
	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.	you think best describes the process of preparation you should use, and then click the Submit button.]	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.
On the left is the multiple-choice question.	[Answers, correct bolded]		
A smaller version of the Dylan	Conduct pre-screening		
avatar gestures at the answers.	coding tests, schedule		
	the interview, define		
	essential topics and		
	questions, add some		

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]	

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

Slide [3.1]/ Menu Title: [Four Common Mistakes]			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	<ol> <li>Using checklists or coding tests</li> <li>Asking redundant</li> </ol>	[Now let's observe an interview in process. Let me point out four common mistakes I have learned can really sabotage an interview.	Bullets will fade into rectangle on the VO words "using", "ask", "overwhelm", and "decision-makers".	
stressed and unhappy.	questions instead	The first thing you should avoid is using	Next button will be hidden on	
	improvising	checklists or coding tests. You're not	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.



- Overwhelming the candidate with only challenging questions
- 4. Leaving out key decision-makers

[Directions]
Click on the clock to learn more

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.

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.

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.

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.

Click on the clock to learn more.]

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.

Slide [4.1]/ Menu Title: [Importance	of Timeliness]		Objective: [#3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Dylan avatar appears on left side of screen.	[Slide Title]  The Importance of	[My greatest advice for you is to always remember the importance of timeliness in	Clickable flip cards will reveal flip card text.
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.	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	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.  Click the images to review actions that communicate to the candidate that you value their time.  After reviewing all four images, click to put a checkmark in the empty box when	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.
	decision-makers, and he took too long scheduling a second interview.  The candidate was	you are ready to test your knowledge about timeliness.]	
To the right of the four photos is a small empty box for a checkmark.	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		

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

Slide [4.2]/ Menu Title: [Knowledge Check 2]		Objective: [#3]	
Visual / Display: Slide Text: N		Narration / Voiceover:	Animation / Interaction:
Use KC master slide as background.	[Slide Title]	[One of the most important strategies	True/false graded question
	Test Your Knowledge	you can use is to make it clear to the	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

candidate that you value their time by being punctual in your scheduling and communications.]

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.

cheduling and ommunications is ctually an excellent trategy for an efficient nd courteous interview process.
Buttons] Continue

Slide [5.1]/ Menu Title: [Choosing the Best Communication Strategies]		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]	[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!	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: [Interview Scenario 1]		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	[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: ]	When learner clicks a choice of how to respond in the interview, one of three potential layers will be revealed.
	persisting through a professional challenge. It		

can't h	ourt to hear er.
move alread examp	nis question and con, since you y heard a relevant color and time is g short.
challe questi	intensely nging coding on to see if you ump Lucy.

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.	[Slide Title] Scenario 1	Sticking to the script here was probably not the best choice. Lucy seems to struggle to think of another example right	Two text bullets fade in over the semitransparent rectangle, timed with when the VO says
Base layer questions are hidden, but the background photograph and title shows through.	<ul> <li>Sticking to the script is not always the best choice</li> <li>Skip redundant questions and move</li> </ul>	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.	"sticking" and "skip".  Clicking the arrow will advance learner to slide 5.3.
A semitransparent rectangle partially covers the background and	forward	Click the forward arrow to keep	
creates a space for the bullets to appear.	[Directions] Click the forward arrow to keep interviewing	interviewing Lucy.]	
An arrow pointing to the right is positioned on the far right of the slide.	Lucy.		

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

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	[Slide Title]	[Trying to stump the candidate with an	Two text bullets fade in over
listening to a	Scenario 1	overly challenging question is not a	the semitransparent rectangle,
panicked/overwhelmed expression.		productive tactic. Lucy looks	timed with when the VO says
	<ul> <li>Trying to stump the</li> </ul>	panic-stricken and admits she doesn't	"trying" and "vary".
Base layer questions are hidden, but	candidate with an	know the answer. Overwhelmed, she	
the background photograph and	overly challenging	begins to shut down and has trouble	Clicking the arrow will advance
title shows through.	question can	focusing on the next question.	learner to slide 5.3.
	backfire		
A semitransparent rectangle	<ul> <li>Vary the difficulty</li> </ul>	It would be more effective to vary the	
partially covers the background and	and make the	difficulty of the questions and to try to	
creates a space for the bullets to	candidate feel	make Lucy feel comfortable.	
appear.	comfortable		

		Click the forward arrow to keep	
An arrow pointing to the right is	[Directions]	interviewing Lucy.]	
positioned on the far right of the	Click the forward arrow		
slide.	to keep interviewing		
	Lucy.		

Slide [5.3]/ Menu Title: [Interciew Sci	enario 2]		Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Visual / Display: 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 Text:  [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.	Narration / Voiceover:  [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?]	Animation / Interaction:  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 c	licks 1st choice)		Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Visual / Display: 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	Slide Text:  [Slide Title] Scenario 2  • Lucy isn't engaged and neither party learns something new • Instead, ask questions about	[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.  Instead, you could have asked Lucy questions about her business acumen and personality to see if she is a good match	
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	business acumen and personality that convey value for time and interest in candidate	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.  Click the forward arrow to get ready to	
slide.	[Directions] Click the forward arrow to get ready to take a quiz on what you've learned so far.	take a quiz on what you've learned so far.]	

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

A semitransparent rectangle partially covers the background and creates a space for the bullets to	<ul> <li>Coding tests are unrealistic and do not mirror the</li> </ul>	candidate with a timed test that doesn't replicate what their work experience will be and may not showcase their true skills.	
appear.	expectations for the		
	position you are	Click the forward arrow to get ready to	
An arrow pointing to the right is	hiring for	take a quiz on what you've learned so	
positioned on the far right of the		far.]	
slide.	[Directions]		
	Click the forward arrow		
	to get ready to take a		
	quiz on what you've		
	learned so far.		

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	[Slide Title]	[Lucy seems at ease and happy to learn	Two text bullets fade in over
listening to a happy and confident	Scenario 2	more about the company. Trying to	the semitransparent rectangle,
expression.		evaluate if Lucy is a good fit for the	timed with when the VO says
	<ul> <li>Lucy got to learn</li> </ul>	company culture is a great way to	"learn" and "purpose".
Base layer questions are hidden, but	more about the	conclude the interview.	
the background photograph and	company		Clicking the arrow will advance
title shows through.	<ul> <li>Your purpose is to</li> </ul>	Your purpose is not just to find out what	learner to slide 5.4
	end with a better	the candidate can do for you, but to get	
A semitransparent rectangle	sense of how the	to know her on a business and personal	
partially covers the background and	candidate will	level.	
creates a space for the bullets to	match with the		
appear.	company culture	Click the forward arrow to get ready to	
	[Directions]	take a quiz on what you've learned so	
An arrow pointing to the right is	Click the forward arrow	far.]	
positioned on the far right of the	to get ready to take a		
slide.	quiz on what you've		
	learned so far.		

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

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

[Match with]	
Step 1	
Step 2	
Step 3	
Step 4	

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

how fast the candidate	
can work	
can work	
Make an offer or let the	
candidate know the	
position has been filled	
as soon as possible	
as soon as possible	
Make sure everyone	
who needs to meet the	
candidate is at the first	
interview	
interview	
Always schedule three	
rounds of interviews so	
there's plenty of time for	
all decision-makers to	
evaluate the candidate	
evaluate the candidate	
Be punctual in	
communications and	
with appointments	

Slide [5.7]/ Menu Title: [Quiz Question 3: Hidden From Player Menu]			Objective: [#1-4]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual formatting for slides 5.5	[Slide Title]	[None]	Slide format will be a graded
- 5.9, except above each bio is a	Question 3		hotspot quiz question. Learner
small headshot photograph			will click the photo of the
depicting the hiring manager.	[Directions]		person they would partner
	You have an opportunity		with and then click submit.
	to choose a hiring		
	manager to partner with		

for an upcoming	Clicking the submit button will
interview. Who would	advance learner to slide 5.8.
you pick? Click the	
headshot of the best	Next button will be hidden on
communicator and then	this slide.
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,	

ı	
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.	

Slide [5.8]/ Menu Title: [Quiz Question 4: Hidden From Player Menu]			Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual formatting for slides 5.5	[Slide Title]	[None]	Slide format will be a graded
- 5.9	Question 4 [Directions]		"check all that apply" quiz question.
	Check the four most common interviewing mistakes and click the submit button		Clicking submit will auto-advance the learner to slide 5.9.

[Answers] Using checklists or coding test	Next button will be hidden on this slide.
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	

Slide [5.9]/ Menu Title: [Quiz Question 5: Hidden From Player Menu]			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual formatting for slides 5.5 - 5.9	[Slide Title] Question 5	[None]	Slide format will be a true/false graded quiz question.
	[Directions] Select whether you think the statement is true or		Clicking submit will auto-advance the learner to slide 6.1.

false and then click the submit button.	Next button will be hidden on this slide.
[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	

Slide [6.1]/ Menu Title: [Results Slide]			
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.	[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.
Behind the rectangle is a gradient background formatted with three colors from the palette.			Buttons will have hover states.

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

[Buttons]	[You did not pass the quiz. Please click the	feedback layers, or can click to retry button to return to slide
Review Quiz	review button and then retry the quiz.]	6.2.
neview Quiz		Buttons have hover states.
Retry Quiz		Next button will be hidden.

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	[Congratulations, you passed the quiz. If you would like to review your results, click the review button. If you'd like to try the	Learner can click the review quiz button to review feedback layers, click the retry button to
	You passed! You're ready to start leading interviews!	quiz again, click the retry button. If you are satisfied with your results and ready to move on, click the continue button.]]	return to slide 5.5, or click the custom Continue button to advance to slide 6.2.
	[Buttons]	to move on, chek the continue button.	Buttons have hover states.
	Continue		Next button will be hidden.
	Review Quiz		
	Retry Quiz		

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

		T
<ul> <li>Identify the steps of</li> </ul>	Identify the steps of preparing for a	Next button will be hidden
preparing for a	structured interview.	until VO completes.
structured		
interview.	Recognize four common mistakes that	
<ul> <li>Recognize four</li> </ul>	can sabotage an interview.	
common mistakes		
that can sabotage	Describe the importance of a timely,	
an interview.	efficient interview process.	
<ul> <li>Describe the</li> </ul>		
importance of a	Choose the best communication	
timely, efficient	strategies to conduct a successful	
interview process.	interview. ]	
<ul> <li>Choose the best</li> </ul>		
communication		
strategies to		
conduct a		
successful		
interview.		

Slide [6.3]/ Menu Title: [Congratulations]				
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	[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!]	Custom Exit Course button sits in the center of the rectangle and triggers learner to exit course when clicked.	