

Compliance Training: Interview Strategy - Design Doc

<i>Business Purpose</i>	The company has been having issues in their hiring process, particularly with the quality and quantity of their hires. To address this problem, the company has requested an upgrade to their Compliance Training on Interviewing Strategy for their hiring managers and recruiters, as they feel that this is the gap that needs to be solved to address their low hiring numbers and to improve the quality of their new hires. Therefore, the purpose of this eLearning course is to train/retrain company hiring managers and recruiters on best practices for interviewing potential employees, aka the company's Interviewing Strategy.
<i>Target Audience</i>	The target audience consists of Hiring Managers and Recruiters across the country, with an average age of 35. Some of them have technical expertise while others have a background in HR.
<i>Training Time</i>	Seat time is expected to be around 20 minutes.
<i>Training Recommendation</i>	Seeing as this is a nationwide company with hiring managers and recruiters distributed all over the US, I recommend creating an eLearning course; this will allow the training to be available wherever and whenever the learners have time to complete it and for the company to assign it as necessary. This module will need a storyboard detailing the module content. This content should be focused on 2 learning objectives tied to some of the best practices for their company's Interviewing Strategy. I recommend the content be presented using branched scenarios, along with a knowledge check and a final quiz. The branched scenarios will allow the learner to see how different decisions made in the Interviewing Strategy will affect the overall hiring process. I recommend using both a male and female human avatar, both middle-aged and in professional dress, to guide the course along with corresponding and appropriate voice-over narration. It is recommended to have a knowledge check halfway through the lesson to ensure engagement and learning retention. When the learning phase of the module is complete, there should be a final 5-question quiz to assess learning and to provide appropriate feedback.
<i>Deliverables</i>	Aside from this design document, you will also receive: ● 1 storyboard script, outlining in depth the Interviewing Strategy eLearning course ● 1 e-Learning course that: ○ Was developed in Articulate Storyline ○ Will be guided by 4 learning objectives tied to Interviewing Strategy best practices ○ Will include voice-over narration ○ Will include a knowledge check ○ Will include male and female virtual human avatars

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	○ Will include a 5-question final evaluation
<i>Learning Objectives</i>	At the end of this course, learners will be able to: ● Identify /recognize several ways that Hiring Managers and Recruiters can improve their Interviewing Strategy. ● Classify a set of Interviewing Strategies as either effective or ineffective.
<i>Training Outline</i>	Introduction ● Welcome ● Navigation ● Learning Objectives Topic: Timeliness ● Explanation of the importance and need for timely interviews. ○ Branching Scenario-based learning allowing the learner to see how different decisions made in this section of the Interviewing Strategy will affect the overall hiring process. Topic: Know what you want ● Explanation of the importance and need for fully defining the job in the job post, knowing what the required skills for each specific job post are. ○ Branching Scenario-based learning allowing the learner to see how different decisions made in this section of the Interviewing Strategy will affect the overall hiring process. n't have a checklist ○ Explanation of the importance and need for not being overly specific and restrictive in the previous section. ▪ Branching Scenario-based learning allowing the learner to see how different decisions made in this area of the Interviewing Strategy will affect the overall hiring process. Topic: Prepare for your interview ● Explanation of the importance and need for having a prepared list of questions ahead of time for the interview. ○ Branching Scenario-based learning allowing the learner to see how different decisions made in this section of the Interviewing Strategy will affect the overall hiring process. Knowledge Check: Prepare for your interview Topic: Train the other interviewers ● Explanation of the importance and need to train all the members of the interviewing committee on how to conduct an interview.

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	- o Branching Scenario-based learning allowing the learner to see how different decisions made in the Interviewing Strategy will affect the overall hiring process. Topic: Keep the purpose in mind • Explanation of the importance and need for keeping the purpose of the interview in mind. - o Branching Scenario-based learning allowing the learner to see how different decisions made in the Interviewing Strategy will affect the overall hiring process. Topic: All present and accounted for • Explanation of the importance and need for making sure all decision makers are available for the interview so as to not make interviewee wait for second or third interviews. - o Branching Scenario-based learning allowing the learner to see how different decisions made in the Interviewing Strategy will affect the overall hiring process. Course Summary Assessment • 5 multiple choice questions based on the 2 learning objectives • Feedback for both passing and failing Congratulations/Exit course
<i>Assessment Plan</i>	There will be a final assessment consisting of 5 multiple choice questions to close out this course. The questions will be based on and refer back to the 2 learning objectives of this course. The learner must receive an 80% passing score in order to move on and exit the course. If they don't pass, they will be able to review their answers and will be allowed to retake the quiz once if needed.