

Hiring Strategies: The Interview Process

Target Audience: The essential audience includes HR interviewers and hiring managers who partner in the interviewing process.

Learning Objectives:

1. Identify steps in the hiring process that lead to successful interviews.
2. Apply effective interviewing strategies to improve the quality of new hires.

Seat Time: 20-minute eLearning course

Outline:

- Course Intro / Welcome / Navigation
- Problem and Objectives
- Scenario 1: Hiring Process Timeline
- Scenario 2: Interview Questions
- Scenario 3: Interviewing Best Practices
- Scenario 4: Hiring Decision- Know What You Want
- Solution to Problem
- Graded Assessment
- Recap video
- Congratulations & Certificate of Completion

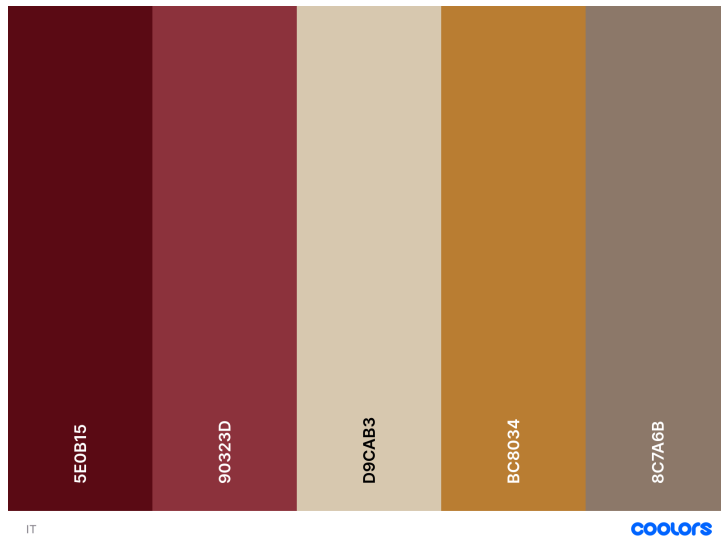
Font: Aqua Grotesque (Headings) and Lucida Sans (Body)

Video Links: [Vyond Video](#) Alex and SOP; [Vyond video](#) assessment question; [Camtasia](#) recap

Global Comments: Modern player in Storyline with slide dimensions of 16:9 (1280x720). Use template slide unless otherwise noted. Text in brackets is not visible on slide or part of VO.


Directions: Please put your notes in the notes section of each table, preferably in red or blue. This is designed to be a mastery loop. Check functionality of all continue/next options to ensure learner experiences correct answer. Advise as to more or less audio options on scenario slides and quiz slides. Check for desired wording, especially with the scenario options.


Module Resources/References: [The Hiring Process](#) job aid; [Interviewing Guidelines](#) job aid





Slide [1.1]/ Menu Title: Welcome			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Time-lapse video of a city's skyline with cars driving over a bridge. Clouds in the sky, but reflection of sun shines on buildings. Semi-transparent rectangle with all caps title toward top, centered. Navigation button in lower left corner; Start button in lower right corner; no template border.</p>	<p>[Slide Title]</p> <p>Hiring Strategies: The Interview Process</p> <p>[Buttons]</p> <p>Navigation</p> <p>Let's Begin</p>	<p>[Narrator]</p> <p>Thanks for joining us. Today, you will be working through the Hiring Strategies: The Interview Process eLearning course. If you're familiar with eLearning course navigation, you can select Let's Begin. If you'd like more information on how to navigate, select the navigation button. Let's get started!</p>	<p>Title of course grows in, timed with VO. Navigation and begin buttons fade in, timed with VO.</p> <p>Navigation button jumps to slide 1.2</p> <p>Let's Begin button jumps to slide 1.3</p>


			
Notes:			

Slide [1.2]/ Menu Title: <i>Navigation</i>		Objective: [n/a]	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background shows outside of tall building, side view of entrance/walkway in front of the building. Avatar on far right of screen with arm out to side, directing learner to the navigation interface and the pulsing markers.</p> 	<p>[Navigation] Select each pulsing marker to learn more about navigating through the course.</p>	<p><i>[Insert Script Text]</i> Select each pulsing marker to learn more about navigating through the course. When you're ready, select next to continue.</p>	<p>Information markers for all navigation features/buttons, pulsing. A pop up box explains functionality when selected.</p> <p>Next button is available for entire timeline. Next jumps to 1.3</p> <p>Previous button returns to 1.1</p>
Notes:			

Slide [1.3]/ Menu Title: <i>[Name]</i>			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Narrator avatar appears on right side of same building scene from navigation. The title of slide is written on top. White, semi-transparent text box in upper left third with prompt: "Type your name here" is highlighted yellow.	<p>[Name]</p> <p>[Heading] What is your name?</p> <p>[semi-transparent text entry box] Type your name here and select NEXT.</p>	<p><i>[Insert Script Text]</i></p> <p>Hi, I'm Gail, and I'll be guiding you through today's training. Before we continue, I'd love to know your name, too. Please type your name and select next to continue.</p>	<p>Learner to type name into semi-transparent box; variable created to repeat name throughout.</p> <p>Previous button returns to 1.2</p> <p>Next jumps to 1.4.</p> <p>Next button restricted until name is typed; next button jumps to 1.4</p>
Notes:			

Slide [1.4]/ Menu Title: <i>[n/a]</i>			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same outside scene; two avatars- Maya and Jackson are on the walkway. Each avatar is a button; Directions in the top indicate for learner to choose an avatar.	<p>[Avatar]</p> <p>Hello, %TextEntry%! Choose your avatar, and select Continue so that we can go inside.</p>	<p><i>[Insert Script Text]</i></p> <p>It's hot out here. Please choose an avatar and select continue so that we can go inside.</p>	<p>Each avatar has a celebratory selected state. After learner selects avatar, avatar's state changes. Continue button jumps to 1.5 The next button is hidden.</p>

Notes:			

Slide [1.5]/ Menu Title: <i>Problem</i>			Objective: [1 & 2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Top text greets learner by name and explains that we have a problem with our hiring process and need the learner's help. Narrator avatar stands in new office setting in front of conference room in a confused pose. She suggests we watch a video to better understand the situation. Vyond video shows Alex, an HR employee who is struggling to hire the right people and work collaboratively with his tech team.</p> 	<p>[Hiring Process Problem]</p> <p>TextEntry! We need your help.</p>	<p>[Insert Script Text]</p> <p>Are you willing to help us improve our hiring process? Let me show you a video to better understand our situation.</p>	<p>Learner's name and a plea for help appears at top.</p> <p>Vyond video begins at 6.75 seconds.</p> <p>Trigger for objectives layer to begin at end of video.</p>

Notes:


Slide [1.5a]/ Menu Title: <i>[layer]</i>			Objective: [1&2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same setting as base layer. Avatar is in side pose pointing to two folded corner rectangles with objective 1 and objective 2. Color is same as speech caption- the outside color of border. Below the objective boxes, there is a rectangular arrow that is pointing to a checkbox and states “Yes, I accept.”	<p>[Slide Title] Learning Objectives</p> <p>Identify steps in the hiring process that lead to successful interviews.</p> <p>Apply effective interviewing strategies to improve the quality of new hires.</p> <p>YES, I accept.</p>	<p><i>[Insert Script Text]</i></p> <p>We need to identify steps in the hiring process that lead to successful interviews. And, we need to apply effective interviewing strategies to improve the quality of new hires. Who knows, you might even receive a bonus if you get the correct answers. If you accept the challenge, select the box, and we’ll get started.</p>	Objectives float in timed with VO. Check box enters, timed with VO asking if learner willing to take the challenge. Checked box jumps to next layer.
Notes:			

Slide [1.5b]/ Menu Title: <i>[layer]</i>			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same setting as base layer. Avatar pointing to right corner where there is a masked circle of her face. The	<p>[Help Avatar Instructions]</p>	<p><i>[Insert Script Text]</i> If you ever need help, select my icon in the upper right corner. Try it now.</p>	Help avatar jumps to next layer, where there is more

top includes learner's name and explanation of the help avatar button.	TextEntry! We want you to be successful. If you need help, select the icon in the upper right corner.		helpful information for the learner.
Notes:			


Slide [1.5c]/ Menu Title: <i>[layer]</i>			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same setting as base layer. Avatar pointing to left corner where there is a masked image of a hiring process job aid. The top has Assistance as the title. There is a rectangular box to the right third. It specifies what the job aid is.	[Slide Title] Assistance Job Aid- part of the Standard Operating Procedure (SOP) Try it now!	<i>[Insert Script Text]</i> If you ever need additional help, you can select the hiring process job aid that is part of a standard operating procedure. You can always find the job aid by selecting the icon in the upper left corner. Try it now!	Job aid button jumps to next layer.
Notes:			


Slide [1.5d]/ Menu Title: <i>[layer]</i>			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The Hiring Process job aid is visible with 7 steps and a description of each.	[Slide Title] The Hiring Process	<i>[Insert Script Text]</i> Select continue when you're ready.	Continue jumps to 1.7

	[button] Continue		
Notes:			

Slide [1.6]/ Menu Title: [n/a]			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Job aid of the hiring process is full screen and serves as a lightbox.	[Slide Title] The Hiring Process	[Insert Script Text]	Lightbox; learner can x out if selected.
Notes:			

Slide [1.7]/ Menu Title: <i>Scenario 1</i>			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
New background at 50% transparency. Image is of simple	[Slide Title] Scenario 1	[Insert Script Text]	Chosen avatar to be on slide, in a pensive pose based on

<p>office space with desk, hardwood floors, and a whiteboard. Chosen avatar is in pensive pose on left side of screen. Scenario information is inside tan rectangle with black font, close to the avatar. The question is in maroon color. The three responses are each in a rectangle to the right of the screen and include white font. Both the helping avatar and job aid remain in the upper corners.</p> 	<p>Your supervisor just asked you to hire 10 Tech Support employees, but you don't know where to begin. He wants them hired within 8 weeks. What should you do first?</p> <p>[box 1 Correct] Establish a comprehensive hiring process timeline.</p> <p>[box 2 Incorrect] Dig into the job description to better understand it.</p> <p>[box 3 Incorrect] Prepare for the interview process.</p>	<p>You will be given 4 different scenarios. For each scenario, you will have 3 options to choose. Each option will reflect the likely outcome of your decision. Let's begin with scenario 1.</p> <p>Your supervisor just asked you to hire 10 Tech Support employees, but you don't know where to begin. He wants them hired within 8 weeks. What should you do first? Choose the best option.</p>	<p>state given when avatar variable created.</p> <p>The scenario and question fade in at beginning of timeline. The three choices appear at one time, timed with VO.</p> <p>Two incorrect responses take learner to incorrect layers where they learn what happened from their decision. Correct response takes learner to correct layer and subsequently into next scenario.</p> <p>Gail avatar in right corner jumps to helpful hint layer. The hiring process job aid button shows lightbox 1.6. Learner can x out and return to original location.</p> <p>Previous button returns learner to previous slide</p>
<p>Notes:</p>			

Slide [1.7a]/ Menu Title: [layer]			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Original maroon border; left third is same as outside color making a solid rectangle. Text is in white inside the rectangle. Gold continue button is below text, centered. At top of rectangle, a slider with four ovals represents each scenario. A money bag moves 1 to the right with each correct response. To the right is an image of two employees high-fiving each other at a desk.</p> 	<p>[correct layer]</p> <p>[text in rectangle]:</p> <p>Your interviews went smoothly. During each interview, the panel used the agreed upon list of interview questions. Each panel member knew what to ask and stayed focused. As a result, you discovered several suitable candidates.</p> <p>[button]: Continue</p>	<p>[Insert Script Text]</p> <p>Creating a timeline is a great idea! Your supervisor noticed your collaboration, planning, and decision-making and decided to make you the team lead. Congratulations! Select continue when you're ready to move forward.</p>	<p>Cash register sound at beginning of slide; slider moves money bag over one to right, indicating success.</p> <p>Continue button jumps to slide 1.8</p>
Notes:			

Slide [1.7b]/ Menu Title: [layer]			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same visual as correct layer except the image is of a phone off the hook. There is a Try Again button in lieu of continue. There is no slider</p>	<p>[Incorrect job description]</p> <p>After reviewing the job description, you realized</p>	<p>[Insert Script Text]</p>	<p>Try again button hides the layer and returns learner to base layer.</p>

	<p>that you may need technical expert collaboration to better understand the ideal candidate. You pivot and decide to call candidates to schedule the interviews, but they've already accepted positions elsewhere. Though understanding the job description is essential to finding your ideal candidate, you rethink your decision.</p> <p>[button] Try Again</p>		
Notes:			

Slide [1.7c]/ Menu Title: <i>[layer]</i>			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual as other incorrect layer (1.7b) except the image is of a man in a suit, with his arms folded. The crossed arms are the focus.	<p>[Incorrect interview training]</p> <p>Oh no! Your supervisor wants to see you this afternoon. You spent so much time training</p>	<p><i>[Insert Script Text]</i></p> <p>Oh no! Your supervisor wants to see you this afternoon. You spent so much time training everyone for the interview and drafting quality interview questions that you forgot to post the job description on</p>	Try again button returns learner to base layer.

	<p>everyone for the interview and drafting quality interview questions that you forgot to post the job description on the biggest site. Interview preparation is important, but you rethink your decision.</p> <p>[button] Try Again</p>	<p>the biggest site. Interview preparation is important, but you rethink your decision. Select try again when you're ready.</p>	
Notes:			

Slide [1.7d]/ Menu Title: <i>[layer]</i>			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>The maroon rectangle with text is now on the right side, and there is a continue button. The helpful avatar is standing in front of the semi-transparent home layer background. The hiring process icon remains in the upper left corner.</p>	<p>[Assistance layer]</p> <p>Think about what needs to happen BEFORE candidates apply for a job. The employees have to do some planning BEFORE there is a position advertised.</p> <p>[button] Continue</p>	<p><i>[Insert Script Text]</i></p> <p>Think about what needs to happen BEFORE candidates apply for a job. The employees have to do some planning BEFORE there is a position advertised. Select continue when you're ready.</p>	<p>The continue button returns learner to base layer. The hiring process job aid button shows lightbox 1.6. Learner can x out and return to original location.</p>

Notes:

Slide [1.8]/ Menu Title: <i>Scenario 2</i>			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Chosen avatar appears; same setting as 1.7. Same tan box with black text for scenario and maroon text for question. Three maroon rectangles with white text come in as possible answers.	<p>[Slide Title] Scenario 2</p> <p>[scenario/question] You're getting ready to interview ten candidates in two weeks. You have the job description completed. You confirmed the interview date with the candidates and interview panel. The logistics for the interviews are all set.</p> <p>What would be the best use of your time to ensure you're using the most effective interviewing strategies? Choose the best option.</p> <p>[box 1 Correct] Collaboratively create a list of interview questions that include technical skills, soft skills, and cultural fit as</p>	<p>[Insert Script Text] You're getting ready to interview ten candidates in two weeks. You have the job description completed. You confirmed the interview date with the candidates and interview panel. The logistics for the interviews are all set.</p> <p>What would be the best use of your time to ensure you're using the most effective interviewing strategies? Choose the best option.</p>	<p>Chosen avatar to be on slide, in a pensive pose based on state given when avatar variable created.</p> <p>The scenario and question fade in at beginning of timeline. The three choices appear at one time, timed with VO.</p> <p>Two incorrect responses take learner to incorrect layers where they learn what happened from their decision. Correct response takes learner to correct layer and subsequently into next scenario.</p> <p>Gail avatar in right corner jumps to assistance layer. The</p>

	<p>it relates to the job description.</p> <p>[box 2 incorrect] Create a rubric or scoring system to evaluate candidates consistently.</p> <p>[box 3 incorrect] Meet with your technical experts and create a glossary of technical terms that might come up in the interviews.</p>		<p>hiring process job aid button shows lightbox 1.6. Learner can x out and return to original location.</p> <p>Next button disabled from navigation; previous button takes learner to previous base layer slide</p>
Notes:			

Slide [1.8a]/ Menu Title: <i>[layer]</i>			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same correct layout as 1.7a. Continue button is below the text inside the maroon rectangle. The slider is at the top, within the rectangle. The image to the right is of a clipboard and a man at a desk pointing to it. Another person sits</p>	<p>[Correct] Your interviews went smoothly. During each interview, the panel used the agreed upon list of interview questions. Each panel member knew what to ask and stayed focused. As a result, you discovered several suitable candidates.</p>	<p><i>[Insert Script Text]</i> Your interviews went smoothly. During each interview, the panel used the agreed upon list of interview questions. Each panel member knew what to ask and stayed focused. As a result, you discovered several suitable candidates. Select continue to move forward.</p>	<p>Cash register sound at beginning of slide; slider moves money bag over two to right, indicating success.</p> <p>Continue button jumps to 1.9</p>

next to the man, and the clipboard with typed information is the focus.	Select continue to move forward. [button] Continue		
Notes:			

Slide [1.8b]/ Menu Title: <i>[layer]</i>			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same layout as 1.8a except a try again button is below text; Image is of a woman with her head down and hands on top of head, showing regret. Slider only shows on correct layer.	<p>[Incorrect scoring guide]:</p> <p>After reviewing the job description, you realized that you may need technical expert collaboration to better understand the ideal candidate. You pivot and decide to call candidates to schedule the interviews, but they've already accepted positions elsewhere. Though understanding the job description is essential to finding your ideal candidate, you rethink your decision.</p>	<p>[script text]:</p> <p>After reviewing the job description, you realized that you may need technical expert collaboration to better understand the ideal candidate. You pivot and decide to call candidates to schedule the interviews, but they've already accepted positions elsewhere. Though understanding the job description is essential to finding your ideal candidate, you rethink your decision. Select try again when you're ready.</p>	Try again button hides layer so that learner can try a different answer from base layer.



	Select try again when you're ready. [button] Try Again		
Notes:			

Slide [1.8c]/ Menu Title: <i>[layer]</i>			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same layout as 1.8b; Image is a person looking at clipboard with palm turned up, insinuating there is a problem.	Oh no! you look at the tried-and-true interview questions from last year, and you see unfamiliar terms. You're starting to sweat. Though having a job aid helps you understand what you're looking for in a candidate, you rethink your decision. [button] Try Again	<i>[Insert Script Text]</i>] Oh no! you look at the tried-and-true interview questions from last year, and you see unfamiliar terms. You're starting to sweat. Though having a job aid helps you understand what you're looking for in a candidate, you rethink your decision. Select try again when you're ready.	Try again button hides layer so that learner can try a different answer from base layer.

Slide [1.8d]/ Menu Title: <i>[layer]</i>			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Same layout as assistance layer, 1.7d. Continue button below text.	[Assistance] This may be a good time to work with others. Think about what would be most helpful based on timing.	[Insert Script Text] This may be a good time to work with others. Think about what would be most helpful based on timing.	Continue button returns learner to base layer.
Notes:			

Slide [1.9]/ Menu Title: <i>Scenario 3</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
New office setting set at 50% transparency. Chosen avatar appears. Same layout as other scenarios: scenario details in a tan box with maroon text for the question and 3 maroon squares for the potential answers. Another avatar is standing with his back facing the learner, off to the right. There's a new circular job aid in the upper left corner.	<p>[Slide Title] Scenario 3</p> <p>[scenario/question] There's Kai, the new hiring manager. He was on vacation last week when I met with the team to train them on interviewing best practices. What should I do? Choose the best option.</p> <p>[box 1 incorrect] Ask him how his vacation was and get back to organizing interview documents.</p> <p>[box 2 incorrect] Tell him that he missed a</p>	<p>[Insert Script Text] Congratulations! You've made it to scenario 3.</p> <p>There's Kai, the new hiring manager. He was on vacation last week when I met with the team to train them on interviewing best practices. What should I do? Choose the best option.</p>	<p>Chosen avatar to be on slide, in a pensive pose based on state given when avatar variable created.</p> <p>The scenario and question fade in at beginning of timeline. The three choices appear at one time, timed with VO.</p> <p>Two incorrect responses take learner to incorrect layers where they learn what happened from their decision. Correct response takes learner to correct layer and</p>

 	<p>meeting on interviewing protocols and send him the detailed notes from the meeting.</p> <p>[box 3 correct] As him how his vacation was, and request a meeting to review interviewing protocols.</p>		<p>subsequently into next scenario.</p> <p>Gail avatar in right corner jumps to assistance layer. The new job aid button shows layer with job aid; continue button returns to base layer.</p> <p>Next button disabled from navigation; previous button takes learner to previous base layer slide</p>
<p>Notes:</p>			

Slide [1.9a]/ Menu Title: <i>[layer]</i>			Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same background as base layer. Same layout as 1.7/1.8 correct layer. Image to right is from base layer. Slider of money goes to 3 (3rd correct answer).</p>	<p>[Correct] You met with Kai the following day, and you feel confident that Kai will follow the expectations in each interview. You're able to work on other projects knowing that the</p>	<p><i>[Insert Script Text]</i> You met with Kai the following day, and you feel confident that Kai will follow the expectations in each interview. You're able to work on other projects knowing that the interviews will go smoothly. Select continue to move forward</p>	<p>Cash register sound at beginning of slide; slider moves money bag over to 3, indicating success.</p> <p>Continue button jumps to 1.10</p>

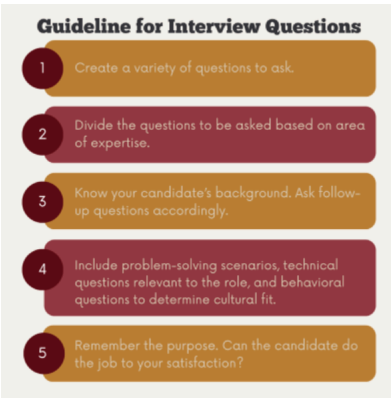
	interviews will go smoothly.		
Notes:			

Slide [1.9b]/ Menu Title: <i>[layer]</i>			Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same layout as other scenario incorrect responses. Image is of person's hands working on a computer.	<p>[Incorrect Ignore] Uh-oh. You worry that Kai may not know best practices in an interview, and you can't get any work done. You rethink your decision.</p> <p>[button] Try Again</p>	<i>[Insert Script Text]</i> Uh-oh. You worry that Kai may not know best practices in an interview, and you can't get any work done. You rethink your decision. Select try again when you're ready.	Try again button hides layer and allows learner to return to base layer.
Notes:			

Slide [1.9c]/ Menu Title: <i>[layer]</i>			Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same layout as other scenario incorrect responses. Image is of	<p>[Incorrect slide deck] It's interview day and Kai arrives thirty minutes late, very distracted. You</p>	<i>[Insert Script Text]</i> It's interview day and Kai arrives thirty minutes late, very distracted. You delay the start of the interviews, but two candidates cannot	Try again button hides layer and allows learner to return to base layer.

person at desk concentrating on information on computer.	delay the start of the interviews, but two candidates cannot reschedule and choose not to interview. You rethink your decision. [button] Try Again	reschedule and choose not to interview. You rethink your decision. Select try again when you're ready.	
Notes:			

Slide [1.9d]/ Menu Title: <i>[layer]</i>			Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same office setting and layout as other assistance layers. Avatar points to the rectangle and the continue button is within the maroon rectangle.	[Assistance] Consider what you need Kai to know and be able to do in the interviews. How will you know for sure that Kai will be able to follow the interviewing protocols? [button] Continue	<i>[Insert Script Text]</i> Consider what you need Kai to know and be able to do in the interviews. How will you know for sure that Kai will be able to follow the interviewing protocols? Select continue when you're ready.	Continue button hides the layer and returns learner to base layer
Notes:			

Slide [1.9e]/ Menu Title: <i>[layer]</i>			Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>The background is with left side in the maroon rectangle and right side white. Chosen avatar appears on left side along with the continue button. On the right side, there's a job aid titled "Guideline for Interview Questions." It has five steps, alternating colors of gold and maroon.</p> 	<p>[Job Aid: Guideline for Interview Questions]</p> <p>[button] Continue</p>	<p>[Insert Script Text] none</p>	<p>Continue button returns learner to the base layer.</p>
Notes:			

Slide [1.10]/ Menu Title: <i>Scenario 4</i>			Objective: [#1&2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Same layout as all of the other scenarios. The “Hiring Process” job aid returns to the upper left corner.</p>	<p>[Slide Title] Scenario 4</p> <p>[scenario/question] The interviews are over, and it’s time to choose candidates for hire. All decision-makers are in the room and have met the candidates. You ask for each interviewer to share their top candidate. Several people have a different interviewee as their top choice. What could you have done to avoid this problem?</p> <p>[box 1 correct] Review the job description carefully with all decision-makers to ensure it captures the ideal candidate.</p> <p>[box 2 correct] Collaboratively write quality interview questions that match the job description and extract the knowledge, skills, abilities, and</p>	<p><i>[Insert Script Text]</i> The interviews are over, and it’s time to choose candidates for hire. All decision-makers are in the room and have met the candidates. You ask for each interviewer to share their top candidate. Several people have a different interviewee as their top choice. What could you have done to avoid this problem? Choose one of the options.</p>	<p>Chosen avatar to be on slide, in a pensive pose based on state given when avatar variable created.</p> <p>The scenario and question fade in at beginning of timeline. The three choices appear at one time, timed with VO.</p> <p>Each answer box jumps to a new layer.</p> <p>The next button is hidden until all answers have been selected. Next is triggered when the 3 boxes enter a visited state.</p> <p>The next button jumps to 1.11. Previous button returns learner to previous base layer slide</p>
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	<p>cultural fit that your team desires.</p> <p>[box 3 correct] Create a scoring guide that aligns with the job description and company values; use it as a note-taking guide during the interview.</p>		
Notes:			

Slide [1.10a]/ Menu Title: <i>[layer]</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Left side has maroon rectangle and text. Continue button is within the rectangle. The image on the right is the same image as 1.8a. Slider is on oval 4.	<p>[Correct- job description]</p> <p>Yes! Know what you want.</p> <ul style="list-style-type: none"> Get feedback from all decision-makers ; thoroughly define the job Finalize the job description prior 	<p><i>[Insert Script Text]</i> Yes! Know what you want.</p> <ul style="list-style-type: none"> Get feedback from all decision-makers; thoroughly define the job Finalize the job description prior to posting the position The details should represent key skills needed <p>But wait! There may be more preventative measures you could have taken.</p>	<p>Slider moves to oval 4, and cash register sounds at beginning of timeline.</p> <p>Continue button returns learner to base layer to choose the other correct options.</p>

	<p>to posting the position</p> <ul style="list-style-type: none"> • The details should represent key skills needed <p>But wait! There may be more preventative measures you could have taken.</p> <p>[button] Continue</p>	Select continue when you're ready.	
Notes:			

Slide [1.10b]/ Menu Title: [layer]			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Left side has maroon rectangle and text. Continue button is within the rectangle. The image on the right is a group of people at a conference table, actively talking, showing joy.	<p>[Correct- Scoring Guide]</p> <p>Yes! Know which qualities are most important. Collaboratively create scoring guide considering required skills vs. desired skills. Take notes during the interview . Use the guide to lead</p>	<p>[Insert Script Text] Yes! Know which qualities are most important. Collaboratively create scoring guide considering required skills vs. desired skills. Take notes during the interview . Use the guide to lead post-interview conversation. But wait! There may be more preventative measures you could have taken. Select continue when you're ready.</p>	<p>Slider moves to oval 4, and cash register sounds at beginning of timeline.</p> <p>Continue button returns learner to base layer to choose the other correct options.</p>


	post-interview conversation. But wait! There may be more preventative measures you could have taken. [button] Continue		
Notes:			

Slide [1.10c]/ Menu Title: <i>[layer]</i>			Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Left side has maroon rectangle and text. Continue button is within the rectangle. The image on the right is a woman at a table, listening to a candidate's answers. She's holding a clipboard, taking notes.	<p>[Correct Interview Questions]</p> <p>Yes! Know who you're looking for. Be prepared with a list of collaboratively created questions. Vary the question types to include knowledge about technologies, business skills, problem-solving ability and cultural fit. But wait! There may be more preventative measures you could have taken.</p> <p>[button] Continue</p>	<p><i>[Insert Script Text]</i></p> <p>Yes! Know who you're looking for. Be prepared with a list of collaboratively created questions. Vary the question types to include knowledge about technologies, business skills, problem-solving ability and cultural fit. But wait! There may be more preventative measures you could have taken. Select continue when you're ready.</p>	<p>Slider moves to oval 4, and cash register sounds at beginning of timeline.</p> <p>Continue button returns learner to base layer to choose the other correct options.</p>

Slide [1.10c]/ Menu Title: <i>[layer]</i>			Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Notes:			

Slide [1.10d]/ Menu Title: <i>[layer]</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same as 1.9d</p> <p>Right side has maroon rectangle and text. Continue button is within the rectangle. The helpful avatar is standing in the center of slide with original background, 50% transparency</p>	<p>[Assistance] The job description, interview questions, and scoring guide are all important. Consider the possibility that there is more than one correct response.</p> <p>[button] Continue</p>	<p><i>[Insert Script Text]</i> The job description, interview questions, and scoring guide are all important. Consider the possibility that there is more than one correct response.</p> <p>Select continue when you're ready.</p>	<p>Continue button returns learner to base layer to choose the other correct options.</p>
Notes:			

Slide [1.11]/ Menu Title: <i>Review</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Original scene with helpful avatar toward the left. Top, centered instructions suggest finishing Alex</p>	<p>[Review] Let's review, TextEntry! Before you take the graded</p>	<p><i>[Insert Script Text]</i> Before you take the graded assessment, let's go back and find out how Alex solved the problem. Select the video button when you're ready.</p>	<p>Watch Video button plays SOP video on layer 1.11a and floats</p>

<p>SOP video before quiz. Watch video button toward right, bottom.</p> 	<p>assessment, let's go back and see how Alex solved the problem.</p> <p>[button] Video</p>		<p>in from bottom when user selects video button</p> <p>Next button is hidden at beginning of timeline</p> <p>Set state of next button to normal when timeline ends on SOP video layer</p>
<p>Notes:</p>			

Slide [1.11a]/ Menu Title: <i>[Insert Title]</i>			Objective: [1&2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Original Vyond video begins where Alex walks across hallways with a speech bubble that says "We need a change! Hoq can I make this better?"</p>	<p>[The Hiring Process SOP part II]</p>	<p><i>[Insert Script Text- Vyond video plays]</i></p>	<p>Video automatically begins at beginning of timeline and shows layer SOP Video part 2 after it completes</p> <p>Next button is available at end of video</p>
<p>Notes:</p>			

Slide [1.12]/ Menu Title: <i>[Assessment]</i>	Objective: [n/a]
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Assessment at top, center.</p> <p>White screen with avatar holding a folder, facing learner. Maroon square box with text to the right. Begin button is within the maroon box.</p>	<p>[Slide Title] There are five quiz questions. You must answer 4 or more to pass. You may retake the quiz one time. Good luck!</p> <p>[button] Begin</p>	<p>[Insert Script Text] There are five quiz questions. You must answer 4 or more to pass. You may retake the quiz one time. Good luck. Select begin when you're ready.</p>	<p>Begin button jumps to 1.13 quiz Q1.</p> <p>Navigation next button is removed. Previous button returns learner to 1.11</p>
<p>Notes:</p>			

Slide [1.13] Menu Title: [n/a]			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Standard border and logo only; white background. Black font.</p> <p>Sequence drag and drop question.</p>	<p>[Quiz Q1] You need to follow the standard operating procedure for hiring if you want to hire the best candidates. What is the best order to follow when it comes to putting together a hiring timeline? (drag and drop the tile into the correct order)</p> <p>[tiles in correct order]</p>	<p>[Insert Script Text] You need to follow the standard operating procedure for hiring if you want to hire the best candidates. What is the best order to follow when it comes to putting together a hiring timeline? (drag and drop the tile into the correct order). Select submit when you're finished.</p>	<p>Sequence drag and drop graded question</p> <p>Submit button available</p>

	<ol style="list-style-type: none"> 1. Determine job requirements 2. Collaboratively write job description 3. Post job opening 4. Review applications 5. Screen candidates and train hiring managers 6. Conduct interviews and select candidates 7. Onboard new employees 		
Notes:			

Slide [1.14]/ Menu Title: <i>[n/a]</i>			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.13; multiple response question	<p>[Quiz Q2]</p> <p>You finished writing the job description, and you posted the open position on all of the</p>	<p><i>[Insert Script Text]</i> You finished writing the job description, and you posted the open position on all of the important sites. Before interviewing candidates, what else must you do to ensure a</p>	Multiple response graded question with submit

	<p>important sites. Before interviewing candidates, what else must you do to ensure a smooth hiring process? (Check all that apply)</p> <p>[choices]</p> <p>[correct] Train all hiring managers on interviewing best practices.</p> <p>[correct] Calendar the interviews, and make sure all stakeholders are available.</p> <p>[incorrect] Update other job descriptions that are similar to the open position.</p>	smooth hiring process? (Check all that apply). Select submit when you're finished.	
Notes:			

Slide [1.15]/ Menu Title: [n/a]			Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Same as 1.14; multiple response question	<p>[Quiz Q3] You want to include a few situational questions in the interview. Who should be part of that collaboration process? (Check all that apply)</p> <p>[choices]</p> <p>[incorrect] Executive leaders who sign final paperwork</p> <p>[correct] SMEs who are involved with the decision-making process</p> <p>[correct] Hiring managers who will participate in the interview</p>	<p>[Insert Script Text]</p> <p>You want to include a few situational questions in the interview. Who should be part of that collaboration process? (Check all that apply). Select submit when you're finished.</p>	Multiple response question with submit
Notes:			

Slide [1.16]/ Menu Title: [n/a]			Objective: [#2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same as 1.15 with multiple choice question on left side only; right side has a new Vyond video. Transparent	[Quiz Q4] Watch the video. Consider what went wrong in the	[Insert Script Text] Watch the video. Consider what went wrong in the interviewing process. Why might the	Video fades in at 8 seconds; question and responses remain on screen during video.

<p>rectangle over questions until 10 seconds.</p>	<p>interviewing process. Why might the hiring managers disagree on who is the best candidate? (Choose the best answer).</p> <p>[choices]</p> <p>[incorrect] They didn't participate in writing the job description, so it's hard to know which candidate is the best for the company.</p> <p>[correct] The candidates were asked different questions, so it's hard to score each candidate fairly.</p> <p>[incorrect] The hiring managers liked one candidate more than the other after conducting small talk.</p>	<p>hiring managers disagree on who is the best candidate? (Choose the best answer). Select submit when you're finished.</p>	<p>Submit takes learner to next slide</p> <p>Transparent rectangle over questions until 10 seconds.</p>
<p>Notes:</p>			

Slide [1.17]/ Menu Title: [n/a]			Objective: [#1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same white background with question at the top. The Hiring Process job aid takes up most of the white space. This is a hotspot question with a visual.	[Quiz Q5] Would step 1, 5, or 6 be the best time to train people who will be participating in the interviews? Select the rectangle and then submit.	[Insert Script Text] The image is The Hiring Process steps. Look at the job aid. Would Step 1, 5, or 6 be the <i>best</i> time to train people who will be participating in the interviews? Select the colored rectangle that corresponds to the step, and then select submit.	Hotspot graded question. User clicks on one of three hotspots and clicks submit. Submit takes learner to next slide.
Notes:			

Slide [1.18]/ Menu Title: [n/a]			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same format as quiz questions with “your score and passing score” centered toward bottom inside a light grey box	[Quiz Results] Quiz Results	[Insert Script Text] Here are your results. You can select the appropriate button to move forward in your learning.	Success layer shown if learner scores 80% or higher Failure layer shown if learner scores below 80% Next button takes learner to 1.19 Recap if passed Next button takes learner to 1.19 Recap if passed
Notes:			


Slide [1.18]/ Menu Title: [n/a]			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Slide [1.18a]/ Menu Title: [n/a]			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Quiz Results with green circle and check mark at top, centered. Standard SL success layer with a Review Quiz button and Continue button at bottom, centered. Money bags drop from above when timeline begins	[Success Layer] Quiz Results Nice job, you passed! YOUR SCORE _% PASSING SCORE: _% [button] Review Quiz [button] Continue	<i>[Insert Script Text]</i> Here are your results. You can select the appropriate button to move forward in your learning.	4 money bags follow motion path and drop from above when timeline begins. Sound of cash register at beginning of timeline. Review results 1.18 with correct/incorrect responses when Review quiz button selected Continue button jumps to 1.19, Recap.
Notes:			

Slide [1.18b]/ Menu Title: [layer]			Objective: [#]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>“Quiz Results” at top, centered with red circle and X in the middle. Standard Failure layer in SL. Review Quiz and Retry Quiz buttons at bottom, centered.</p>	<p>[failure layer]</p> <p>Quiz Results</p> <p>Sorry, you didn’t pass.</p> <p>YOUR SCORE</p> <p>_%</p> <p>PASSING SCORE: _%</p> <p>[button] Review Quiz</p> <p>[button] Retry Quiz</p>	<p>[Insert Script Text] Here are your results. You can select the appropriate button to move forward in your learning.</p>	<p>Reset quiz results when retry quiz button selected</p> <p>Jump to 1.13 quiz when Retry quiz button selected</p> <p>Review results 1.18 with correct/incorrect responses when Review quiz button selected</p>
<p>Notes:</p>			

Slide [1.19]/ Menu Title: <i>[Recap]</i>			Objective: [#1&2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Standard white background with Recap centered at top. Helping avatar on left side, side position with arm extended to the right. Camtasia video begins at 7 seconds, taking up entire screen.</p>	<p>[Slide Title] Recap</p>	<p>[Insert Script Text] Congratulations on passing the training module. Before you go and hire amazing candidates, let’s recap some of the essentials.</p>	<p>Video to begin at 7 seconds on timeline. Next button is hidden until media completes. Next button takes learner to final slide.</p>
<p>Notes:</p>			

Slide [1.20]/ Menu Title: <i>[Certificate of Completion]</i>			Objective: [n/a]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Certificate of Completion shown in white rectangle; Text variable for participant's name. Below the certificate include an option to type name and print. Instructions included at bottom, center.</p> 	<p>[Slide Title] Certificate of Completion</p> <p>This certifies that [NameField] has successfully completed Interviewing Strategies Training</p> <p>[DateValue]</p>	<p><i>[Insert Script Text]</i> Thank you for working with IT Pro Match. Be sure to type your full name, and print or download your certificate of completion.</p>	<p>Execute JavaScript when timeline begins</p> <p>Set NameField variable for NameField when user clicks +</p> <p>Set NameField equal to the typed value when Text Entry loses focus</p> <p>Set state of Type your full name here to hidden when user hovers over it</p> <p>Set state of “print” to normal when user hovers over “type your name”</p>
Notes:			