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| *Business Purpose* | The client is preparing to hire 2000 employees and will need their recruiting team to be ready and able to select candidates who are a good fit within an efficient hiring timeline. The goal is to increase the number of new hires who stay past the 1-year mark by 15% by training staff on how to interview. |
| *Target Audience* | HR interviewers who partner with Hiring Managers, some with a technical background and others with an HR background |
| *Training Time* | 12 minutes |
| *Training Recommendation* | eLearning course that goes over the basics of creating an interviewing strategy as well as the more intricate details and best practices of interviewing. |
| *Deliverables* | 1 eLearning course* Storyboard of eLearning
* eLearning developed in Articulate Storyline
* Includes voiceover narration
* 2 scenarios – 1 for how to handle questions from Hiring Managers and 1 to practice during an interview
* Final evaluation
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| *Learning Objectives* | By the end of this course, learners will be able to:* Identify best practices for interviewing
* Create an interviewing strategy
* Train other interviewers to provide an excellent candidate experience
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| *Training Outline* | Opening* Welcome / option to view Navigation

Introduction* Learner begins by watching a <1 minute scenario of a poorly conducted interview.
* Learner is asked what went wrong (short response), clicks submit and compares what is on the screen to what they wrote
* The why (avoid this type of interview and get good talent!) and learning objectives appear on the screen

Create an Interviewing Strategy* Checklist of the steps to create a great interviewing strategy
* When learner clicks on a step, they learn about how this improves the candidate experience
	+ Identify team needs
	+ Determine who is involved / number of rounds
	+ Decide what to ask
	+ Create a timeline
	+ Train other interviewers
* Quick 2-option scenario recap with questions about candidate experience; candidate is happy when good outcome is selected / angry when incorrect outcome is selected
	+ Incorrect outcome details what could happen if this is done poorly

Best Practices for Interviewing* Photo with highlighted areas for the learner to click and learn more
	+ Resume - Keep an open mind, best candidate may not look perfect on paper
	+ Computer – keep the focus on skills over tools
	+ Interviewer – be willing to go off script/ dig deeper

Train Others to Interview* Key points for training others
	+ Dig in on subject matter questions to determine if the person can do the job
	+ Balance questions about the candidate’s personality and knowledge of the subject matter
* Scenario for technical interviewer
	+ Interviewer greets the candidate, what happens next?
	+ Ask a technical question or ask about last night’s game
		- Technical – correct, ask candidate to explain response or move on to next technical question
			* Explain response – Ends the interview. Well done! By digging into the candidate’s responses, you now have a good understanding that this candidate can handle the work.
			* Move to next – Ask to explain response or end the interview
				+ Explain response – Ends interview. Well done! By digging into the candidate’s responses, you now have a good understanding that this candidate can handle the work.
				+ End the interview – Incorrect. Oh no! Looks like this candidate couldn’t handle the work and quit after 2 months. Try digging deeper into their responses to technical questions
		- Last night’s game – Ask a technical question or ask about favorite player
			* Technical question – Ask to explain response or end interview
				+ Explain response – Ends the interview. Well done! By digging into the candidate’s responses, you now have a good understanding that this candidate can handle the work.
				+ End the interview – Incorrect. Oh no! Looks like this candidate couldn’t handle the work and quit after 2 months. Try digging deeper into their responses to technical questions
			* Favorite player – Ask a technical question or end interview
				+ Technical question – Ask to explain response or end interview

Explain response – Ends the interview. Well done! By digging into the candidate’s responses, you now have a good understanding that this candidate can handle the work.End the interview – Incorrect. Oh no! Looks like this candidate couldn’t handle the work and quit after 2 months. Try digging deeper into their responses to technical questions* + - * + End Interview – Incorrect. Oh no! Looks like we didn’t even get to the technical questions. The candidate is unable to produce the quality of work needed for the role.

Final Evaluation / Summary |
|  | * Lead into final evaluation
* Summarize key points
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| *Evaluation Plan* | 4 multiple choice questions. Learner must get all correct to pass and will have 2 attempts.1. Which of the following is not included in an interviewing strategy?* Finding as many candidates as possible
* Training other interviewers
* Creating a timeline
* Determine the number of interviewers

2. What is the first step in creating your interviewing strategy* Determine the number of rounds
* Train other interviewers
* Identify team needs
* Create a timeline

3. What should you do if a candidate is missing a certain tool on their resume?* Discard their resume from the candidate pool
* If they have other relevant experience, interview them anyway.

4. True or False: An interviewer’s job is to dig deeply into the candidate’s responses to make sure they can fulfil the job duties. |