

# **Successful Hiring: Tips for Conducting a Successful Interview**

*Designed and developed by Holly Croxall*

## **NOTES FOR REVIEWER**

**Target Audience:** Hiring managers and recruiters for Company X

**Learning Objectives:**

1. Identify strategies for successful interviewing.
2. Recognize common interviewing mistakes.

**Seat Time:** 20 minutes

**Outline:**

- Welcome / Navigation
- Course Overview & Objectives
- Identify strategies for successful interviewing (scenario-based)
  - Knowledge Check for Learning Objective (LO) # 1
- Recognize common interviewing mistakes
- Course Review for LO # 1 and # 2
- Final Graded Assessment
- Congratulations

**Font:**

- Arial; **BOLD**- titles/headings
- Arial; Normal- On-screen text

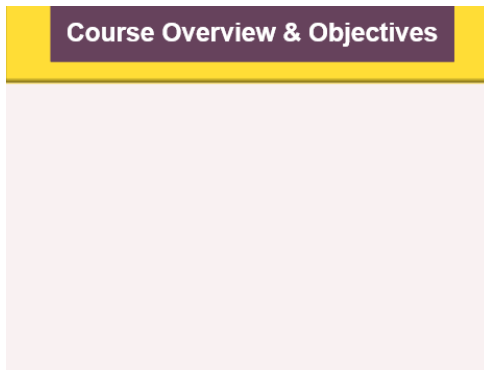
### Suggested Color Palette:

- Labeled reference codes (below) and Hex codes #64405B, #FFDD33, #F3E2E4, #F9F1F2



- Text color will be white or black.

### Suggested Slide Sample:



### Directions / Global Notes:

- Focus on ACCURACY and COMPLETION
- Provide very specific, written feedback, using Track changes/Comments, which includes recommendations for additions, deletions and/or modifications
- Column **[1]** is Visual/Display
- Column **[2]** is Slide Text
  - This is the on-screen text
  - Capitalization, etc. is *important* here
- Column **[3]** is Narration/Voiceover (VO)
  - This is strictly for audio narrator/voiceover, NOT on-screen text
  - Do not be concerned with capitalization, etc.
- Column **[4]** is Animation/Interaction

- Text in **[brackets]** should NOT appear on the slide OR be recorded in voiceover (VO)
- Slide dimensions are 16:9 ratio with slide size; 1280:720
- Slide numbers with letters (e.g. 1.8a) indicate layers for corresponding slide number
- Seek bar visible and controllable for learner on ALL slides and layers
- Menu is “free”
- Use CLASSIC player in Storyline, player shows MENU on left
- Suggested color palette and suggested slide sample, shown above, to follow throughout course


#### **Developer Notes:**

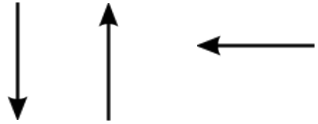
- \*Developer notes throughout

#### **Course Resource Links:**

<https://hiring.monster.com/resources/recruiting-strategies/interviewing-candidates/job-interview-preparation/>

<https://www.careerplug.com/blog/common-mistakes-interviewers-make/>


Scene 1			
Slide # 1.1		Menu Title: <i>Welcome</i>	
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p><b>-Background Image:</b> Stock photo of interviewers comparing notes from a previous interview.</p>  <p><b>-Custom Buttons:</b> White, bold letters, center alignment for START COURSE and NAVIGATION TUTORIAL, w/states as follows:</p> <ul style="list-style-type: none"> <li>• Initial: (fill &amp; outline) V1, w/ inner center shadow</li> <li>• Hovering: fill Y1</li> </ul> <p><b>-Slide/Course Title:</b> Refer to SLIDE SAMPLE above under <i>NOTES TO REVIEWER</i></p>	<p><b>[Slide/Course Title]</b> Successful Hiring: Tips for Conducting a Successful Interview</p> <p><b>[Custom Buttons]</b> START COURSE</p> <p>NAVIGATION TUTORIAL</p>	<p><b>[FEMALE NARRATOR]</b> Welcome to Successful Hiring: Tips for Conducting a Successful Interview. If you need some help navigating your way through the course, select the [1] NAVIGATION TUTORIAL button. Otherwise, select the [2] START COURSE button to continue.</p>	<p>-When timeline begins, bring in title with animation</p> <p>- 0.5 second after timeline begins on the slide, narration starts</p> <p>-Bring in CUSTOM BUTTONS with narration:</p> <ol style="list-style-type: none"> <li>1. NAVIGATION TUTORIAL</li> <li>2. START COURSE</li> </ol>
<b>Notes:</b> -Hide the NEXT and PREVIOUS buttons since the learner will use the on-screen buttons to move forward			
Slide # 1.2		Menu Title: <i>Course Navigation</i>	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p><b>-Slide Background/Title:</b> Refer to SLIDE SAMPLE above under <i>NOTES TO REVIEWER</i></p> <p><b>-Black Arrow Icon:</b></p>	<p><b>[Slide Title]</b> Course Navigation</p>	<p><b>[FEMALE NARRATOR]</b> Not sure how to navigate your way through this course? Not a problem. Unless instructed otherwise, you will follow these navigation directions.</p>	<p>-When timeline begins, bring in title with animation</p>

		<p>You will use the [1] PREVIOUS and NEXT buttons to move forward in the course or to re-visit the previous slide.</p> <p>This is the [2] VOLUME BUTTON.</p> <p>Select the [3] REPLAY button to review the slide.</p> <p>The [4] SEEK BAR is here for you to slide right or left depending on where you would like to go in the slide.</p> <p>Select the [5] PLAY / PAUSE button to pause and restart the course.</p> <p>Use the [6] MENU to go to different parts in the course.</p> <p>And this is where you will find [7] RESOURCES for the course.</p> <p>I think you're ready to start! Select the NEXT button to continue.</p>	<p>- 0.5 second after timeline begins on the slide, narration starts</p> <p>-Bring in arrows based on narration &amp; animation:</p> <ol style="list-style-type: none"> <li>1. PREVIOUS and NEXT arrow wipes in from top</li> <li>2. VOLUME arrow wipes in from top</li> <li>3. REPLAY arrow wipes in from top</li> <li>4. SEEK BAR arrow wipes in from top</li> <li>5. PLAY / PAUSE arrow wipes in from top</li> <li>6. MENU arrow wipes in from right</li> <li>7. RESOURCES arrow wipes in from bottom</li> </ol>
<b>Notes:</b> -Show all navigation buttons since the learner will need to reference them with arrows			
<b>Slide # 1.3</b>		<b>Menu Title: <i>Course Overview &amp; Objectives</i></b>	
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<p><b>-Slide Background/Title:</b> Refer to SLIDE SAMPLE above under <i>NOTES TO REVIEWER</i></p> <p><b>-Rectangles/Squares:</b> Create a rectangle in color V1 for 'After taking this course,...', white text</p>	<p><b>[Slide Title]</b> Course Overview &amp; Objectives</p> <p><b>[Rectangle]</b> After taking this course, you will be able to:</p> <p><b>[Square LO 1]</b></p>	<p><b>[FEMALE NARRATOR]</b> We are glad you are part of our hiring team. At Company X, we are working hard to find and employ many qualified candidates this year. In order to do that, we need to begin by helping you to conduct a successful interview.</p>	<p>-When timeline begins, bring in title with animation</p> <p>-0.5 second after timeline begins on the slide, narration starts</p>

<p>Create 2 squares in color V1 for both objectives, white text</p> <p><b>*Directions to continue:</b> Black, bolded, italicized 'Select the NEXT button to continue', placed in lower right-hand corner of slide so as to be by the NEXT button</p> <p><b>*REFERENCE THIS SLIDE # 1.3 FOR THESE DIRECTIONS*</b></p>	<p>Identify strategies for successful interviewing.</p> <p><b>[Square LO 2]</b> Recognize common interviewing mistakes.</p> <p><b>[*Directions to continue]</b> <b>Select the NEXT button to continue</b></p>	<p>[1] After taking this course, you will be able to:</p> <p>[2] Identify strategies for successful interviewing.</p> <p>[3] Recognize common interviewing mistakes.</p> <p>When you're ready, select the NEXT button to continue.</p>	<p>-Bring in [Rectangle] &amp; [Squares LO 1 &amp; LO 2] w/ narration and animation:</p> <ol style="list-style-type: none"> <li>1. After taking this course, you will be able to:</li> <li>2. Identify strategies for successful interviewing.</li> <li>3. Recognize common interviewing mistakes.</li> </ol> <p>-Bring in <b>*Select the NEXT button to continue w/ narration</b></p>
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**Notes:** -*\*When slide begins change the state of 'select the NEXT button to continue' to hidden.*

## Scene 2


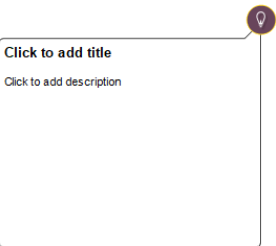
Slide # 2.1		Menu Title: <i>Introduction to Scenarios with Steve</i>	Objective: # 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p><b>-Background:</b> Office, transparent by approximately 25%</p>  <p><b>-Character (Steve):</b> Male character standing in a positive pose on the right side of the slide</p> <p><b>-Callout Box:</b></p>	<p><b>[Callout Box]</b> Hi! I'm Steve.</p>	<p><b>[MALE CHARACTER VO]</b> Hi! My name is Steve. I'm the hiring manager for Company X, and I will be the team leader for the interviews coming up. I'm glad you're here. I can really use your help.</p> <p>We have many positions that we need to fill in the near future, and we want to make sure that our hiring team is ready to go. This is where you come in. I need help to put the strategies in place to benefit Company X to the fullest! We don't have much time so let's get to work!</p> <p><b>[FEMALE NARRATOR]</b></p>	<p>-When timeline begins, background &amp; character are present</p> <p>-0.5 second after timeline begins on the slide, narration starts and callout box is brought in</p>

Black text, 'Hi! I'm Steve.', set inside Y1 square callout box		When you're ready, select the NEXT button to continue.	
<b>Notes: -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE**</b>			
<b>Slide # 2.2</b>	<b>(BASE LAYER)</b>	<b>Menu Title: <i>What Should Steve Do?</i></b>	<b>Objective: # 1</b>
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<p><b>-Slide Background/Title:</b> Refer to SLIDE SAMPLE above under <i>NOTES TO REVIEWER</i></p> <p><b>-Character (Steve):</b> Male character standing in a confused, 'what should I do?', neutral pose on the right side of the slide</p> <p><b>-Dilemma Rectangle:</b> White text centered inside color V1 horizontal rectangle centered and evenly spaced above <i>rectangles 1-3</i></p> <p><b>-Rectangle 1-3:</b> Black text centered inside color Y1 vertical rectangle w/ an inner inside centered shadow, evenly spaced across mid to bottom of slide from left side of slide to character Steve</p>	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Rectangle 1 Text]</b> Schedule a time to write it and make sure the most important, required skills are listed first. I can add a few preferred, as well. And, if I'm working with a team and can use their help, I will make sure to include them.</p> <p><b>[Rectangle 2 Text]</b> I will write it up quickly during my lunch today and just get it posted. Then, when I have more time and have a chance to talk to my team, I can go back and make changes.</p> <p><b>[Rectangle 3 Text]</b> I will just write it and make sure to list every possible skill I can think of that relates to the job,</p>	<p><b>[MALE CHARACTER VO]</b> I sat down earlier today to write the job description when my boss came in and gave me another assignment that he expected by the end of the week. I still have to write it though! [1] What should I do?</p> <p><b>[FEMALE NARRATOR]</b> Click on the choice you recommend to Steve.</p>	<p>-When timeline begins, bring in title with animation</p> <p>-0.5 second after timeline begins on the slide, narration starts</p> <p>-Bring in Dilemma Rectangle when narration begins</p> <p>- [1] Bring in Rectangles 1-3 with narration</p> <p><i>*Developer notes*</i>  <i>-Title is hidden from menu on SLIDES # 2.2, 4, 6, 8, 10</i>  <i>-Choose how to work scenarios on the following slides (Layers, branching, etc.): # 2.2, 4, 6, 8, 10; 'What Should Steve Do?'</i></p>

	<p>including what I think my team would prefer.</p> <p><b>[Dilemma Rectangle]</b> I sat down earlier today to write the job description when my boss came in and gave me another assignment that he expected by the end of the week. I still have to write it though! What should I do?</p>		
<b>Notes:</b> -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE**			
<b>Slide # 2.2a (IF OPTION 1 IS CHOSEN)</b> Menu Title: <i>What Should Steve Do?</i>			<b>Objective: # 1</b>
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<p><b>-Slide Background/Title:</b> Refer to SLIDE SAMPLE under NOTES TO REVIEWER</p> <p><b>-Result Rectangle:</b> Black text centered inside color Y1 horizontal rectangle with inside center shadow</p> <p><b>-Character (Steve):</b> Male character standing positive pose (E.g. thumbs up pose)</p>	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Result Rectangle]</b> Yes! It's good to include the most important skills required. Also, don't overwhelm the applicant with too many skills. It may discourage a quality candidate from even applying.</p>	<p><b>[CORRECT response]</b> <b>[FEMALE NARRATOR]</b> Yes! It's good to include the most important skills required. Also, don't overwhelm the applicant with too many skills. It may discourage a quality candidate from even applying.</p> <p>When you're ready, select the NEXT button to continue.</p>	-Custom button will take learner back to Slide # 2.2
<b>Notes:</b> -Hide items on the BASE LAYER from other layers except for TITLE & BACKGROUND			
<b>Slide # 2.2b (IF OPTION 2 IS CHOSEN)</b> Menu Title: <i>What Should Steve Do?</i>			<b>Objective: # 1</b>
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<p><b>-Slide Background/Title:</b> Refer to SLIDE SAMPLE above under NOTES TO REVIEWER</p>	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Result Rectangle]</b></p>	<p><b>[INCORRECT response]</b> <b>[FEMALE NARRATOR]</b></p>	-Custom button will take learner back to Slide # 2.2



<p><b>-Result Rectangle:</b> Black text centered inside color Y1 horizontal rectangle with inside center shadow</p> <p><b>-Custom Button:</b> Refer to Slide # 1.1 for directions</p>	<p>Not the best choice. You wrote the job description way too fast and did not correctly define the job. You most likely end up with candidates that are inadequate for the position.</p> <p><b>[Custom Button]</b> Return to other options</p>	<p>Not the best choice. You wrote the job description way too fast and did not correctly define the job. You most likely end up with candidates that are inadequate for the position.</p> <p>Return to the other options to make a better choice</p>	
<b>Notes:</b>			
<b>Slide # 2.2c (IF OPTION 3 IS CHOSEN) Menu Title: <i>What Should Steve Do?</i></b>			<b>Objective: # 1</b>
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<p><b>-Slide Background/Title:</b> Refer to SLIDE SAMPLE above under <i>NOTES TO REVIEWER</i></p> <p><b>-Result Rectangle:</b> Black text centered inside color Y1 horizontal rectangle with inside center shadow</p> <p><b>-Custom Button:</b> Refer to Slide # 1.1 for directions</p>	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Result Rectangle]</b> This choice is too specific. Unfortunately, applicants that are qualified feel they are not qualified and do not even apply. You just lost a good candidate.</p> <p><b>[Custom Button]</b> Return to other options</p>	<p><b>[INCORRECT response]</b> <b>[FEMALE NARRATOR]</b></p> <p>This choice is too specific. Unfortunately, applicants that are qualified feel they are not qualified and do not even apply. You just lost a good candidate.</p> <p>Return to the other options to make a better choice</p>	<p>-Custom button will take learner back to Slide # 2.2</p>
<b>Notes:</b>			
<b>Slide # 2.3 Menu Title: <i>Know What You Want</i></b>			<b>Objective: # 1</b>
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<p><b>-Slide Background/Title:</b> Refer to SLIDE SAMPLE above under <i>NOTES TO REVIEWER</i></p>	<p><b>[Slide Title]</b> Know What You Want</p> <p><b>[Rectangle]</b></p>	<p><b>[FEMALE NARRATOR]</b></p> <p>The first strategy is to KNOW WHAT YOU WANT. How can you find the right</p>	<p>-When timeline begins, bring in title with animation</p>

<p><b>-Rectangle:</b> Black text centered inside color Y1 horizontal rectangle with inside center shadow</p> <p><b>-Marker (x3):</b> Light bulb marker</p>  <p><b>-Marker Info (x3):</b> White, bold text centered inside color V1</p> 	<p>Click on each marker below to learn more</p> <p><b>[Marker Info 1]</b> It is important to define the job. What is the title of the job? What skills are needed? Business skills? Tech skills? Any preferred skills?</p> <p><b>[Marker Info 2]</b> Be sure to include ALL on the hiring team and work together.</p> <p><b>[Marker Info 3]</b> Before you post the job opening make sure you and your hiring team has finalized your generated list with only the most important job skills included.</p>	<p>candidate for the position if you don't even know what you're looking for?</p> <p>Click on each light bulb below to learn more</p> <p>When you're ready, select the NEXT button to continue.</p>	<p>-0.5 second after timeline begins on the slide, narration starts</p> <p>-Use markers to reveal more information</p>
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**Notes:** **-\*\*REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE\*\***

Slide # 2.4		Menu Title: <i>What Should Steve Do?</i>		Objective: # 1	
Visual / Display:		Slide Text:		Narration / Voiceover:	
-Refer to SLIDE # 2.2 for ALL visual display of What Should Steve Do? Slides		<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Dilemma Rectangle]</b> Now that I have defined the job, I need to get the interviews scheduled. How should I do that?</p>		<p><b>[MALE CHARACTER VO]</b> Now that I have defined the job, I need to get the interviews scheduled. [1] How should I do that?</p> <p><b>[FEMALE NARRATOR]</b></p>	
				-When timeline begins, bring in title with animation	
				-0.5 second after timeline begins on the slide, narration starts	

	<p><b>[Rectangle 1 Text]</b> Coordinate times that work for the applicants and then hope it works for me and the hiring team.</p> <p><b>[Rectangle 2 Text]</b> Coordinate times that work for me and the hiring team, even if that means multiple interviews for the applicants. It's important that all of the hiring team get a chance to ask the applicant questions.</p> <p><b>[Rectangle 3 Text]</b> Schedule a time to meet with my hiring team to block off some dates and times before scheduling the interview with the applicants.</p>	Click on the choice you recommend to Steve.	<p>-Bring in Dilemma Rectangle when narration begins</p> <p>-[1] Bring in Rectangles 1-3 with narration</p> <p><i>*Developer notes</i></p>
<b>Notes: -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE**</b>			
Slide # 2.4a (IF OPTION 1 IS CHOSEN)		Menu Title: <i>What Should Steve Do?</i>	
Objective: # 1			
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
-Refer to Slide # 2.2 INCORRECT response	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Result Rectangle]</b> Not a good idea. Some of the times did not work for all of your hiring team. You end up</p>	<p><b>[INCORRECT response]</b> <b>[FEMALE NARRATOR]</b> Not a good idea. Some of the times did not work for all of your hiring team. You end up calling applicants back to reschedule, wasting a lot of time for everyone.</p>	-Custom button will take learner back to Slide # 2.4

	calling applicants back to reschedule, wasting a lot of time for everyone.  <b>[Custom Button]</b> Return to other options	Return to the other options to make a better choice	
<b>Notes:</b> -Hide items on the BASE LAYER from other layers except for TITLE & BACKGROUND			
Slide # 2.4b (IF OPTION 2 IS CHOSEN)		Menu Title: <i>What Should Steve Do?</i>	Objective: # 1
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
-Refer to Slide # 2.2 INCORRECT response	<b>[Slide Title]</b> What Should Steve Do?  <b>[Result Rectangle]</b> Unfortunately, this took too much time. While waiting to have another interview with another team member, one of your top applicants accepted a job with another company.  <b>[Custom Button]</b> Return to other options	<b>[INCORRECT response]</b> <b>[FEMALE NARRATOR]</b> Unfortunately, this took too much time. While waiting to have another interview with another team member, one of your top applicants accepted a job with another company.  Return to the other options to make a better choice	-Custom button will take learner back to Slide # 2.4
<b>Notes:</b> -Hide items on the BASE LAYER from other layers except for TITLE & BACKGROUND			
Slide # 2.4c (IF OPTION 3 IS CHOSEN)		Menu Title: <i>What Should Steve Do?</i>	Objective: # 1
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
-Refer to Slide # 2.2 CORRECT response	<b>[Slide Title]</b> What Should Steve Do?  <b>[Result Rectangle]</b> Great choice! It's a good idea to plan ahead of time by scheduling a block of times for you and the hiring team to interview applicants.	<b>[CORRECT response]</b> <b>[FEMALE NARRATOR]</b> Great choice! It's a good idea to plan ahead of time by scheduling a block of times for you and the hiring team to interview applicants.	-NEXT button will take learner to Slide # 2.5

		When you're ready, select the NEXT button to continue.	
<b>Notes:</b> -Hide items on the BASE LAYER from other layers except for TITLE & BACKGROUND			
Slide # 2.5		Menu Title: Schedule Interviews & Move Through Them in a Timely Manner	Objective: # 1
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<p><b>-Slide Background/Title:</b> Refer to SLIDE SAMPLE above under <i>NOTES TO REVIEWER</i></p> <p><b>-Rectangle:</b> Black text centered inside color Y1 horizontal rectangle with inside center shadow</p> <p><b>-Marker (x3):</b> Clock marker</p> <p><b>-Marker Info (x3):</b> White, bold text centered inside color V1</p>	<p><b>[Slide Title]</b> Schedule Interviews &amp; Move Through Them in a Timely Manner</p> <p><b>[Rectangle]</b> Click on each marker below to learn more</p> <p><b>[Marker Info 1]</b> Blocking out the schedules for you and your interview team for the soonest possible time to conduct interviews is great. Meeting one time with all included in the decision making is time efficient, as well.</p> <p><b>[Marker Info 2]</b> Be prompt on any necessary communication and schedule the interviews for the earliest time possible.</p> <p><b>[Marker Info 3]</b></p>	<p><b>[FEMALE NARRATOR]</b> Timeliness is extremely important to finding and hiring a great candidate.</p> <p>Click on each marker below to learn more</p> <p>When you're ready, select the NEXT button to continue.</p>	<p>-When timeline begins, bring in title with animation</p> <p>-0.5 second after timeline begins on the slide, narration starts</p> <p>-Use markers to reveal more information</p>

	Make a decision and notify the candidate quickly.		
<b>Notes:</b> <b>-**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE**</b>			
Slide # 2.6 (BASE Layer)		Menu Title: <i>What Should Steve Do?</i>	Objective: # 1
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
-Refer to SLIDE # 2.2 for ALL visual display of What Should Steve Do? Slides	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Dilemma Rectangle]</b> The scheduled interviews are approaching fast. It would be probably be a good idea to be prepared. How should I prepare?</p> <p><b>[Rectangle 1 Text]</b> Just go with the flow and have a casual conversation with the applicant. Ask questions as they come up.</p> <p><b>[Rectangle 2 Text]</b> Make a list of the most important questions and have each person on the hiring team be in charge of asking the applicant different ones.</p> <p><b>[Rectangle 3 Text]</b> Write down whatever questions I can think of,</p>	<p><b>[MALE CHARACTER VO]</b> The scheduled interviews are approaching fast. It would be probably be a good idea to be prepared. [1] How should I prepare?</p> <p><b>[FEMALE NARRATOR]</b> Click on the choice you recommend to Steve.</p>	<p>-When timeline begins, bring in title with animation</p> <p>-0.5 second after timeline begins on the slide, narration starts</p> <p>-Bring in Dilemma Rectangle when narration begins</p> <p>- [1] Bring in Rectangles 1-3 with narration</p> <p><i>*Developer notes*</i></p>

	making sure to have a few on the harder side to see how the applicant reacts.		
<b>Notes:</b> <b>-**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE**</b>			
Slide # 2.6a	(IF OPTION 1 IS CHOSEN)	Menu Title: <i>What Should Steve Do?</i>	Objective: # 1
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
-Refer to Slide # 2.2 INCORRECT response	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Result Rectangle]</b> Try again. You were not prepared which resulted in not getting enough information to make a decision.</p> <p><b>[Custom Button]</b> Return to other options</p>	<p>[INCORRECT response] <b>[FEMALE NARRATOR]</b> Try again. You were not prepared which resulted in not getting enough information to make a decision.</p> <p>Return to the other options to make a better choice</p>	-Custom button will take learner back to Slide # 2.6
<b>Notes:</b> <b>-Hide items on the BASE LAYER from other layers except for TITLE &amp; BACKGROUND</b>			
Slide # 2.6b	(IF OPTION 2 IS CHOSEN)	Menu Title: <i>What Should Steve Do?</i>	Objective: # 1
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
-Refer to Slide # 2.2 CORRECT response	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Result Rectangle]</b> Yes! Making a list of questions ahead of time was great idea! You have a good mix of questions and learned a lot about each applicant.</p>	<p>[CORRECT response] <b>[FEMALE NARRATOR]</b> Yes! Making a list of questions ahead of time was great idea! You have a good mix of questions and learned a lot about each applicant.</p> <p>When you're ready, select the NEXT button to continue.</p>	-NEXT button will take learner to Slide # 2.7
<b>Notes:</b> <b>-Hide items on the BASE LAYER from other layers except for TITLE &amp; BACKGROUND</b>			

Slide # 2.6c (IF OPTION 3 IS CHOSEN)		Menu Title: What Should Steve Do?		Objective: # 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
-Refer to Slide # 2.2 INCORRECT response	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Result Rectangle]</b> Good job having a list of questions. However, the questions weren't specific enough to the job. They also caught the applicant off guard. Are you looking for the best candidate for the job or are you just trying to trip them up?</p> <p><b>[Custom Button]</b> Return to other options</p>	<p>[INCORRECT response]</p> <p><b>[FEMALE NARRATOR]</b></p> <p>Good job having a list of questions. However, the questions weren't specific enough to the job. They also caught the applicant off guard. Are you looking for the best candidate for the job or are you just trying to trip them up?</p> <p>Return to the other options to make a better choice</p>	-Custom button will take learner back to Slide # 2.6	
<b>Notes:</b> -Hide items on the BASE LAYER from other layers except for TITLE & BACKGROUND				
Slide # 2.7		Menu Title: Prepare for the Interview		Objective: # 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
<p><b>-Slide Background/Title:</b> Refer to SLIDE SAMPLE above under NOTES TO REVIEWER</p> <p><b>-Rectangle:</b> Black text centered inside color Y1 horizontal rectangle with inside center shadow</p> <p><b>-Marker (x3):</b> Clipboard marker</p> <p><b>-Marker Info (x3):</b></p>	<p><b>[Slide Title]</b> Prepare for the Interview</p> <p><b>[Rectangle]</b> Click on each marker below to learn more</p> <p><b>[Marker Info 1]</b> Write up a list of interview questions before the interview begins focusing on the most important skills</p>	<p><b>[FEMALE NARRATOR]</b></p> <p>Preparing for the interview process is crucial to being successful and efficient in the end.</p> <p>Click on each marker below to learn more.</p> <p>When you're ready, select the NEXT button to continue.</p>	<p>-When timeline begins, bring in title with animation</p> <p>-0.5 second after timeline begins on the slide, narration starts</p> <p>-Use markers to reveal more information</p>	



<p>White, bold text centered inside color V1</p>	<p>associated with the position.</p> <p><b>[Marker Info 2]</b> Just because it's a question on your list, doesn't mean you have to ask it. Prioritize the most important questions and start there.</p> <p><b>[Marker Info 3]</b> Remember, the purpose behind asking the questions is to find the right candidate for the job. Don't make it harder than it has to be, for you or the candidate.</p>		
<p><b>Notes:</b> <b>-**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE**</b></p>			
<p>Slide # 2.8 (BASE Layer)</p>	<p>Menu Title: <i>What Should Steve Do?</i></p>		<p>Objective: # 1</p>
<p><b>Visual / Display:</b></p>	<p><b>Slide Text:</b></p>	<p><b>Narration / Voiceover:</b></p>	<p><b>Animation / Interaction:</b></p>
<p><b>-Refer to SLIDE # 2.2 for ALL visual display of What Should Steve Do? Slides</b></p>	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Dilemma Rectangle]</b> Being the hiring manager isn't always easy or my favorite thing to do. I know that I must lead the interview. How should I go about?</p> <p><b>[Rectangle 1 Text]</b> Use the already prepared list of</p>	<p><b>[MALE CHARACTER VO]</b> Being the hiring manager isn't always easy or my favorite thing to do. I know that I must lead the interview. [1] How should I go about?</p> <p><b>[FEMALE NARRATOR]</b> Click on the choice you recommend to Steve.</p>	<p>-When timeline begins, bring in title with animation</p> <p>-0.5 second after timeline begins on the slide, narration starts</p> <p>-Bring in Dilemma Rectangle when narration begins</p> <p>- [1] Bring in Rectangles 1-3 with narration</p> <p><i>*Developer notes*</i></p>


	<p>questions, but be open to improvising and to “go off script” to better understand the answer and/or learn more about the applicant.</p> <p><b>[Rectangle 2 Text]</b> Use the prepared list of questions and stick to them, no matter what.</p> <p><b>[Rectangle 3 Text]</b> The prepared list of questions was a waste of time. Just have a group conversation and let the hiring team ask whatever questions about the job come up.</p>		
<b>Notes:</b> -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE**			
Slide # 2.8a (IF OPTION 1 IS CHOSEN)		Menu Title: <i>What Should Steve Do?</i>	
Objective: # 1			
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
-Refer to Slide # 2.2 CORRECT response	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Result Rectangle]</b> Going off script is okay and it helps you to get to know the candidates and their skills better. The interview went well and you learned a lot.</p>	<p><b>[CORRECT response]</b> <b>[FEMALE NARRATOR]</b></p> <p>Going off script is okay and it helps you to get to know the candidates and their skills better. The interview went well and you learned a lot.</p> <p>When you’re ready, select the NEXT button to continue.</p>	-NEXT button will take learner to Slide # 2.9
<b>Notes:</b> -Hide items on the BASE LAYER from other layers except for TITLE & BACKGROUND			

Slide # 2.8b (IF OPTION 2 IS CHOSEN)		Menu Title: <i>What Should Steve Do?</i>		Objective: # 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
-Refer to Slide # 2.2 INCORRECT response	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Result Rectangle]</b> Unfortunately, because you were a stickler to the question list, you missed your chance to get to know the candidate better. By not being open and flexible you end the interview with more questions about the candidate.</p> <p><b>[Custom Button]</b> Return to other options</p>	<p>[INCORRECT response]</p> <p><b>[FEMALE NARRATOR]</b></p> <p>Unfortunately, because you were a stickler to the question list, you missed your chance to get to know the candidate better. By not being open and flexible you end the interview with more questions about the candidate.</p> <p>Return to the other options to make a better choice</p>		
<b>Notes:</b> -Hide items on the BASE LAYER from other layers except for TITLE & BACKGROUND				
Slide # 2.8c (IF OPTION 3 IS CHOSEN)		Menu Title: <i>What Should Steve Do?</i>		Objective: # 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
-Refer to Slide # 2.2 INCORRECT response	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Result Rectangle]</b> What a mess that ended up being. The interview was extremely off task and unproductive leaving you unable to make a decision on the best candidate. You just wasted a lot of time for everyone.</p>	<p>[INCORRECT response]</p> <p><b>[FEMALE NARRATOR]</b></p> <p>What a mess that ended up being. The interview was extremely off task and unproductive leaving you unable to make a decision on the best candidate. You just wasted a lot of time for everyone.</p> <p>Return to the other options to make a better choice</p>		

	<b>[Custom Button]</b> Return to other options		
<b>Notes:</b> -Hide items on the BASE LAYER from other layers except for TITLE & BACKGROUND			
Slide # 2.9	Menu Title: Use a Trained Interviewer		Objective: # 1
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<p><b>-Slide Background/Title:</b> Refer to SLIDE SAMPLE above under <i>NOTES TO REVIEWER</i></p> <p><b>-Rectangle:</b> Black text centered inside color Y1 horizontal rectangle with inside center shadow</p> <p><b>-Marker (x3):</b> Person marker</p> <p><b>-Marker Info (x3):</b> White, bold text centered inside color V1</p>	<p><b>[Slide Title]</b> Use a Trained Interviewer</p> <p><b>[Rectangle]</b> Click on each marker below to learn more.</p> <p><b>[Marker Info 1]</b> Interviewer and/or team should be knowledge of the subject and have questions prepared to ask the candidate.</p> <p><b>[Marker Info 2]</b> Interviewer and/or team should thoroughly know the answers to the questions they ask the candidate.</p> <p><b>[Marker Info 3]</b> Interviewer and/or team should be flexible and know when to “go off script” if necessary to find out more from the candidate.</p>	<p><b>[FEMALE NARRATOR]</b> It’s important to utilize someone in the department that is trained for interviews. If using an interview team, make sure EVERY person on the team is trained appropriately.</p> <p>Click on each marker below to learn more.</p> <p>When you’re ready, select the NEXT button to continue.</p>	<p>-When timeline begins, bring in title with animation</p> <p>-0.5 second after timeline begins on the slide, narration starts</p> <p>-Use markers to reveal more information</p>
<b>Notes:</b> -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE**			


Slide # 2.10 (BASE Layer)		Menu Title: <i>What Should Steve Do?</i>	Objective: # 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<b>-Refer to SLIDE # 2.2 for ALL visual display of What Should Steve Do? Slides</b>	<b>[Slide Title]</b> What Should Steve Do?	<b>[MALE CHARACTER VO]</b> I'm so glad you are here. You've been a great help so far. The last interview my team and I had went well. I know I'm not done, but I do have a lot of other work on my desk to finish up. [1] Now what?	-When timeline begins, bring in title with animation  -0.5 second after timeline begins on the slide, narration starts
	<b>[Dilemma Rectangle]</b> I'm so glad you are here. You've been a great help so far. The last interview my team and I had went well. I know I'm not done, but I do have a lot of other work on my desk to finish up. Now what?	<b>[FEMALE NARRATOR]</b> Click on the choice you recommend to Steve.	-Bring in Dilemma Rectangle when narration begins  - [1] Bring in Rectangles 1-3 with narration
	<b>[Rectangle 1 Text]</b> Meet with the hiring team to make a decision and then let the candidate know as soon as possible.		<i>*Developer notes*</i>
	<b>[Rectangle 2 Text]</b> Tell the hiring team to sleep on it for a few days. Meet later and make a decision.		
	<b>[Rectangle 3 Text]</b> Get a few other assignments on my list finished up. When I get caught up then I'll meet with the hiring team and make a decision.		
<b>Notes: -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE**</b>			


Slide # 2.10a (IF OPTION 1 IS CHOSEN)		Menu Title: <i>What Should Steve Do?</i>		Objective: # 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
-Refer to Slide # 2.2 CORRECT response	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Result Rectangle]</b> Great job! You contacted the candidate in a timely manner. They have accepted your offer and will be a great addition to the team.</p>	<p>[CORRECT response]</p> <p><b>[FEMALE NARRATOR]</b></p> <p>Great job! You contacted the candidate in a timely manner. They have accepted your offer and will be a great addition to the team.</p> <p>When you're ready, select the NEXT button to continue.</p>	-NEXT button will take learner to Slide # 2.11	
<b>Notes:</b> -Hide items on the BASE LAYER from other layers except for TITLE & BACKGROUND				
Slide # 2.10b (IF OPTION 2 IS CHOSEN)		Menu Title: <i>What Should Steve Do?</i>		Objective: # 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
-Refer to Slide # 2.2 INCORRECT response	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Result Rectangle]</b> Not a good idea. While you and the hiring team were busy sleeping, your top choice accepted a position with another company.</p> <p><b>[Custom Button]</b> Return to other options</p>	<p>[INCORRECT response]</p> <p><b>[FEMALE NARRATOR]</b></p> <p>Not a good idea. While you and the hiring team were busy sleeping, your top choice accepted a position with another company.</p> <p>Return to the other options to make a better choice</p>		
<b>Notes:</b> -Hide items on the BASE LAYER from other layers except for TITLE & BACKGROUND				
Slide # 2.10c (IF OPTION 3 IS CHOSEN)		Menu Title: <i>What Should Steve Do?</i>		Objective: # 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:	
-Refer to Slide # 2.2 INCORRECT response	<p><b>[Slide Title]</b> What Should Steve Do?</p> <p><b>[Result Rectangle]</b></p>	<p>[INCORRECT response]</p> <p><b>[FEMALE NARRATOR]</b></p>		



	<p>You should have stuck to the task at hand; made a choice on a candidate, offer them the job and then move on to the pile of work on your desk. Your candidate of choice accepted a job with another company.</p> <p><b>[Custom Button]</b> Return to other options</p>	<p>You should have stuck to the task at hand; made a choice on a candidate, offer them the job and then move on to the pile of work on your desk. Your candidate of choice accepted a job with another company.</p> <p>Return to the other options to make a better choice</p>	
<b>Notes:</b> -Hide items on the BASE LAYER from other layers except for TITLE & BACKGROUND			
Slide # 2.11		Menu Title: <i>Candidate is Hired</i>	
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<p><b>-Background Image:</b> Stock photo of someone excited/offer accepted.</p>  <p><b>-Slide Title Layout:</b> Refer to SLIDE SAMPLE above under NOTES TO REVIEWER</p> <p><b>-Rectangle (x2):</b> Create a rectangle in color V1 for On-screen Text</p>	<p><b>[Slide Title]</b> Candidate is Hired</p> <p><b>[On-screen Text]</b> Thank you! My team and I were able to successfully get through the interview process and hire a candidate that will be a great addition to the team.</p> <p>Will you help remind me of the order of everything?</p>	<p><b>[MALE CHARACTER VO]</b> [1] Thank you for helping me. I couldn't have done it without you. My team and I were able to successfully get through the interview process and hire a candidate that will be a great addition to the team.</p> <p>Oh, I forgot. There's one more thing I could use your help with. It won't take long. [2] Will you help remind me of the order of everything? I forgot to write it down the first time.</p> <p><b>[FEMALE NARRATOR]</b> When you're ready, select the NEXT button to continue.</p>	<p>-When timeline begins, bring in title with animation</p> <p>-0.5 second after timeline begins on the slide, narration starts</p> <p>-Bring in on-screen text with narration</p>
<b>Notes:</b> -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE**			


Slide # 2.12		Menu Title: <i>Let's Review LO #1</i>	Objective: # 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p><b>-Slide Background/Title Layout:</b> Refer to SLIDE SAMPLE above under <i>NOTES TO REVIEWER</i></p> <p><b>-Rectangles:</b> Refer to SLIDE # 1.3 using same text/shape color for drag and drop knowledge check</p>	<p><b>[Slide Title]</b> Let's review! Steve needs help!</p> <p><b>[Knowledge Check LO #1 Directions]</b> Find the 4 correct hiring strategies. Drag and drop them in the correct order.</p> <p><b>[Rectangle Hiring Strategies]</b> Know what you want.</p> <p>Prepare for the interview.</p> <p>Arrange the interviews based off your schedule only.</p> <p>Schedule interviews and move through them in a timely manner.</p> <p>Candidate is hired.</p> <p>Follow-up with the caterer. You and your hiring team will be there all day. You need to make sure to eat when you can.</p>	<p><b>[FEMALE NARRATOR]</b> Let's review! Steve needs help to identify the successful hiring strategies and put them in order.</p> <p><b>[MALE CHARACTER VO]</b> [1] Great! Thanks for putting those in order for me. I will be even more prepared for the next time I need to conduct an interview. I need to get back to work, but I hope to see you around sometime.</p>	<p>-When timeline begins, bring in title with animation</p> <p>-0.5 second after timeline begins on the slide, narration starts w/ FEMALE NARRATOR</p> <p>- [1] Once learner has successfully completed the drag and drop, have MALE CHARACTER VO (Steve) thank them. This is a knowledge check only- not a graded question.</p>



	Use trained interviewer(s)		
	Don't forget to make an appointment to get fitted for your new suit. As the hiring manager you want to make sure you look better than everyone else.		
<b>Notes:</b> -Learner needs 100% accurate before moving on.			
Scene 3			
Slide # 3.1	Menu Title: <i>Intro to Common Interviewing Mistakes</i>		Objective: # 2
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<b>-Slide Background/Layout:</b> Refer to SLIDE # 1.3. This slide will be <i>identical</i> highlighting Learning Objective (LO) # 2	<b>[Slide Title]</b> Course Objectives	<b>[FEMALE NARRATOR]</b> Great job! Thanks for helping Steve out.  You can now identify successful hiring strategies so let's review some of [1] the common interviewing mistakes made by hiring managers and their teams.  Keep these in mind the next time you conduct an interview.	-When timeline begins, bring in title with animation  -0.5 second after timeline begins on the slide, narration starts w/ FEMALE NARRATOR  - [1] Following narration, highlight LO # 2 so it stands out to the learner
<b>Notes:</b> -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE**			
Slide # 3.2	Menu Title: <i>Poor Questioning Technique</i>		Objective: # 2
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<b>-Slide Background/Layout:</b> Refer to SLIDE # 1.3, using squares/boxes for information that appears once learner clicks on icon  <b>-Icon (x2):</b> 	<b>[Slide Title]</b> Poor Questioning Technique  <b>[Slide Text 1]</b> Avoid 'Brainteaser' or questions that waste time. Their only purpose	<b>[FEMALE NARRATOR]</b> Avoid Poor Questioning Technique  Click on the icons below to learn more.	-When timeline begins, bring in title with animation  -0.5 second after timeline begins on the slide, narration starts w/ FEMALE NARRATOR

	<p>is to make the interviewers feel smart or superior. It will only cause resentment among the candidates towards your company.</p> <p><b>[Slide Text 2]</b> Keep questions relevant to the job. The questions should give you answers as to why or why not a candidate would be a good fit for your company.</p>		
<b>Notes:</b> -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE* *Layout for Slides 3.2 – 3.6 will be identical			
Slide # 3.3	Menu Title: <i>Asking Potentially Illegal Questions</i>		Objective: # 2
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<p><b>-Slide Background/Layout:</b> Refer to SLIDE # 3.2</p> <p><b>-Icon (x2):</b></p> 	<p><b>[Slide Title]</b> Asking Potentially Illegal Questions</p> <p><b>[Slide Text 1]</b> Stay away from questions that could get you into trouble. Some seemingly innocent questions could be taken as discriminatory which is illegal.</p> <p><b>[Slide Text 2]</b> Hiring managers and recruiters should learn the laws associated with interviewing to avoid</p>	<p><b>[FEMALE NARRATOR]</b> Avoid Asking Potentially Illegal Questions</p> <p>Click on the icons below to learn more.</p>	-Refer to Slide # 3.2

	getting into legal trouble. (E.g. ADEA Age Discrimination in Employment Act)		
<b>Notes:</b> -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE* *Layout for Slides 3.2 – 3.6 will be identical			
Slide # 3.4		Menu Title: <i>Too Quick to Judge</i>	Objective: # 2
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<b>-Slide Background/Layout:</b> Refer to SLIDE # 3.2  <b>-Icon (x2):</b> 	<b>[Slide Title]</b> Too Quick to Judge  <b>[Slide Text 1]</b> It's easy to do, but stay away from predetermined views about a candidate, also known as unconscious bias.  <b>[Slide Text 2]</b> Make your decision based on the facts rather than emotions. Doing so will also reduce turnover.	<b>[FEMALE NARRATOR]</b> Avoid Being Too Quick to Judge  Click on the icons below to learn more.	-Refer to Slide # 3.2
<b>Notes:</b> -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE* *Layout for Slides 3.2 – 3.6 will be identical			
Slide # 3.5		Menu Title: <i>Failing to Listen</i>	Objective: # 2
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<b>-Slide Background/Layout:</b> Refer to SLIDE # 3.2  <b>-Icon (x2):</b> 	<b>[Slide Title]</b> Failing to Listen  <b>[Slide Text 1]</b> If, as an interviewer, you are talking more than	<b>[FEMALE NARRATOR]</b> Now you have the candidate talking. But are you listening? Don't fail to listen.  Click on the icons below to learn more.	-Refer to Slide # 3.2

	<p>25% of the time, you're talking too much.</p> <p><b>[Slide Text 2]</b> Let the candidate do the majority of the talking. Ask clarifying or follow-up questions as needed.</p>		
<p><b>Notes:</b> -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE* *Layout for Slides 3.2 – 3.6 will be identical</p>			
Slide # 3.6	Menu Title: Appearing Uninterested or Distracted		Objective: # 2
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<p><b>-Slide Background/Layout:</b> Refer to SLIDE # 3.2</p> <p><b>-Icon (x2):</b></p> 	<p><b>[Slide Title]</b> Appearing Uninterested or Distracted</p> <p><b>[Slide Text 1]</b> Candidates can feel when an interviewer is distracted or disengaged during the interview. This is a big turn off and usually ends in the candidate declining the offer.</p> <p><b>[Slide Text 2]</b> Make a conscious, genuine effort to show the candidate your undivided attention.</p> <p><b>[Slide Text 3]</b> By avoiding these common mistakes, hiring managers and recruiters can have a</p>	<p><b>[FEMALE NARRATOR]</b></p> <p>Don't appear Uninterested or Distracted.</p> <p>Click on the icons below to learn more.</p> <p>[1] By avoiding these common mistakes, hiring managers and recruiters can have a positive interview experience. Whether or not a candidate is hired, they will feel good about representing their company positively.</p>	<p>-Refer to Slide # 3.2</p> <p>-After learner has clicked on icons for the information, bring up [1] <b>[Slide Text 3]</b> to conclude LO # 2.</p>

	positive interview experience. Whether or not a candidate is hired, they will feel good about representing their company positively.		
<b>Notes:</b> -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE*			
Slide # 3. 7		Menu Title: Course Review	
Objective: # 1 & 2			
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<p><b>-Slide Background/Layout:</b> Refer to SLIDE # 1.3</p> <p><b>-Rectangles:</b> Refer to SLIDE # 1.3 for LO # 1 &amp; 2, along with the list of what's included with each one</p>	<p><b>[Slide Title]</b> Course Review</p> <p><b>[Rectangles Text]</b> Identify strategies for successful interviewing.</p> <p>-Know what you want or define the job.</p> <p>-Schedule Interviews &amp; Move Through Them in a Timely Manner</p> <p>-Prepare for the interview</p> <p>-Make sure to use a Trained Interviewer</p> <p>Recognize common interviewing mistakes.</p> <p>-Poor questioning technique</p> <p>-Asking potentially illegal questions</p> <p>-Being too quick to judge</p>	<p><b>[FEMALE NARRATOR]</b> Great job! You are now able to:</p> <p>[1] Identify strategies for successful interviewing which are:</p> <p>[2] Know what you want, in other words, define the job.</p> <p>[3] Schedule Interviews &amp; Move Through Them in a Timely Manner</p> <p>[4] Prepare for the interview</p> <p>[5] Make sure to use a Trained Interviewer</p> <p>[6] You can also recognize common interviewing mistakes to avoid which are:</p> <p>[7] poor questioning technique</p> <p>[8] Asking potentially illegal questions</p> <p>[9] Being too quick to judge</p> <p>[10] Failing to listen</p> <p>[11] Appearing uninterested or distracted</p>	<p>-When timeline begins, bring in title with animation</p> <p>-0.5 second after timeline begins on the slide, narration starts w/ FEMALE NARRATOR</p> <p>- [1-5] will appear and then disappear and [6-11] will then appear</p>

	-Failing to listen -Appearing uninterested or distracted		
<b>Notes: -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE**</b>			
<b>Scene 4</b>			
<b>Slide # 4.1</b>		<b>Menu Title: Instructions for Course Assessment</b>	
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<b>-Slide Background/Layout:</b> Refer to SLIDE # 1.3	<b>[Slide Title]</b> Instructions for Course Assessment  <b>[Slide Text]</b> <i>Select the NEXT button to get started</i>	<b>[FEMALE NARRATOR]</b> The following are ten (10) multiple-choice questions about what you have learned in this course. You will need to score at least an 80% to pass. (8/10 questions correct) You will be able to re-take this assessment, if needed. Good luck! <b>[1]</b> Select the NEXT button to get started.	
<b>Notes: -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE**</b> <i>*Title is hidden from menu</i>			
<b>Slide # 4.2</b>		<b>Menu Title: Course Assessment</b>	
		<b>Objectives: # 1 &amp; 2</b>	
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<b>-Slide Background/Layout:</b> Refer to SLIDE # 1.3	<b>[Question 1 &amp; Answer]</b> Which of the following does NOT support the 'Know What You Want' strategy? A. Define the job by title, required skills, etc. B. Include everyone's input from the hiring team. C. Don't worry about defining the job. You and your hiring team already know.	<b>No narration/VO.</b> The learner is given the time and freedom needed to successfully complete this assessment.	-Create a question bank where questions are chosen randomly and answers to questions are shuffled each time. Correct answers are highlighted in grey.  -Learner will click CORRECT answer and click SUBMIT button w/in the player to continue

	<p>D. It's ok to list a few preferred skills, but the priority is to focus on the required skills.</p> <p><b>[Question 2 &amp; Answer]</b> Which of the following is <b>NOT</b> an effective hiring strategy?</p> <p>A. Prepare a list of questions ahead of time</p> <p>B. Schedule multiple interviews for the candidates in order to accommodate the hiring team's availability.</p> <p>C. Make a decision and notify the candidate as soon as possible.</p> <p>D. Fully define the job and required skills ahead of time.</p> <p><b>[Question 3 &amp; Answer]</b> Why is preparing for an interview as a hiring manager or recruiter important?</p> <p>A. It's crucial to being successful</p>		
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	<p>and efficient in the end.</p> <p>B. You won't forget to make that list of tough questions you've been anxious to try out.</p> <p>C. It makes you feel superior being in charge and telling the interviewing team what to do.</p> <p><b>[Question 4 &amp; Answer]</b>  Why should an interviewer listen to a candidate?</p> <p>A. To find out some good gossip to share later with your co-workers.</p> <p>B. To give the candidate an opportunity to prove to you that he is skilled and qualified for the job.</p> <p>C. To correct any mis-pronunciations of words you think are important.</p>	
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	<p>D. As an interviewer, you don't really need to listen. You already have your list of questions you plan to ask.</p> <p><b>[Question 5 &amp; Answer]</b>  Choose <b>TWO</b> of the following that support why an interviewer should avoid appearing uninterested or distracted.</p> <p>A. The candidate is interviewing you just as much as you are interviewing them. A distracted interviewer is a big turn-off to the candidate.</p> <p>B. The candidate wants your undivided attention reassuring that this is their time to prove to you that they are fit for the job.</p> <p>C. The candidate doesn't mind if you check your</p>	
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	<p>phone during their interview time.</p> <p>D. As an interviewer, it's ok to have a side conversation with another member of your hiring team to compare notes.</p> <p><b>[Question 6 &amp; Answer]</b>  Choose the correct order when you helped Steve prepare for his interviews.</p> <p>A. Use a trained interviewer, candidate is hired, prepare for the interview, schedule the interviews &amp; move through them in a timely manner, know what you want</p> <p>B. Schedule the interviews &amp; move through them in a timely manner, use a trained interviewer, candidate is hired, know</p>		
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	<p>what you want, prepare for the interview</p> <p>C. Know what you want, prepare for the interview, schedule the interviews &amp; move through them in a timely manner, use a trained interviewer, candidate is hired</p> <p>D. Prepare for the interview, use a trained interviewer, candidate is hired, know what you want, schedule the interviews &amp; move through them in a timely manner</p> <p><b>[Question 7 &amp; Answer]</b>  What types of questions should the interviewer avoid asking? Choose ALL that apply.</p> <p>A. Open-ended questions</p>		
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	<p>B. 'Brainteasers' or questions that waste time</p> <p>C. Potentially illegal questions</p> <p>D. Questions focused on skills required</p> <p><b>[Question 8 &amp; Answer]</b>  Which of the following is a good idea once you've found the right candidate and would like to extend an offer?</p> <p>A. Take a few days for you and your hiring team to sleep on it.</p> <p>B. Contact the candidate right away before another company grabs them up.</p> <p>C. Catch up on work that you need to finish and contact the candidate later.</p> <p>D. Notify the candidate of your decision when you get back from your paid time off.</p> <p><b>[Question 9 &amp; Answer]</b></p>	
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	<p>As the hiring manager/recruiter, preparing for an interview should be top priority in order to be successful.</p> <p>A. True</p> <p>B. False</p> <p><b>[Question 10 &amp; Answer]</b></p> <p>Which of the following should you do during an interview?</p> <p>A. For the most part, ask questions from a predetermined list of questions</p> <p>B. Go 'off script' if needed to get to know the candidate better</p> <p>C. Ask hard questions to see how the candidate responds.</p> <p>D. Ask every possible question you can think of relating to the job. It's okay if you run over on time.</p> <p><i>*Title is hidden from menu</i></p>		
Slide # 4.3      Menu Title: Assessment Results-SUCCESS			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<b>-Slide Background/Layout:</b> Refer to SLIDE # 3.2	<b>[Slide Title]</b> Assessment Results	<b>[FEMALE NARRATOR]</b> Great job! You passed.	-Refer to Slide # 3.2
<b>Notes:</b> -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE** *Title is hidden from menu			
Slide # 4.4 Menu Title: Assessment Results-FAIL			
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<b>-Slide Background/Layout:</b> Refer to SLIDE # 3.2	<b>[Slide Title]</b> Assessment Results	<b>[FEMALE NARRATOR]</b> Sorry, you did not pass. Select the “Review” button to review the questions, and see the correct answers. When you have finished reviewing, select the “retry” button to take it again.	-Refer to Slide # 3.2
<b>Notes:</b> -**REFERENCE SLIDE # 1.3 FOR DIRECTIONS TO CONTINUE** *Title is hidden from menu			
Slide # 4.5 Menu Title: Congratulations			
<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<b>-Slide Background/Layout:</b> Refer to SLIDE # 1.1   <b>-Custom Button:</b> Refer to SLIDE # 1.1	<b>[Slide Title]</b> Congratulations!  <b>[Custom Button]</b> EXIT	<b>[FEMALE NARRATOR]</b> Congratulations! You have completed the course for Successful Hiring. Next time you’re in charge of hiring new employees, refer back to these tips for conducting a successful interview.  Click on the EXIT button below to exit the course.	
<b>Notes:</b>			