**Interviewing Strategies Level 3 Training Design Document**

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| **Business Purpose** | This 1-day course introduces learners to seven effective strategies to improve depth of understanding about interviewing and hiring practices as to ensure candidate selection improves within the company. Recent challenges in employee retention due to mismatched skills has led to the revamping of hiring practices. |
| **Target Audience** | The target audience is HR interviewers, seasoned hiring managers and recruiters with technical experience. |
| **Training Time** | 20-minute eLearning course |
| **Training Recommendation** | This stand-alone eLearning course assists hiring managers in understanding seven key elements to effective hiring practices. The learner will have opportunities to practice proper interview techniques in short scenarios and reflect on their outcomes to strategically improve their practice. It is recommended that panel members consider utilizing the job aid deliverable as a reference resource for further planning of interview panels upon completion of the e-Learning. |
| **Deliverables** | * One (1) storyboard * One (1) audio eLearning module, developed in Articulate Storyline * One (1) job aid |
| **Learning Objectives** | By the end of this course, you will be able to:   * Define what it means to conduct an effective interview * Assess the expectations for quality candidate interviews * Summarize steps to determine if the candidate is a good match for the company culture |
| **Training Outline** | * Welcome * Navigation * Objectives * Introduction (Pre-Assessment multiple choice knowledge check question about ideas on successful interviewing)   Awareness-level effective interview education will consist of seven (7) learning elements:  **Topic 1: Timeliness**  Prioritizing, scheduling and conducting the candidate interview in a timely manner helps locate top candidates while also enabling them to maintain interest in the company.  **Topic 2: Know What You Want**  There should be several key factors that fully define the job to ensure a selection of pooled candidates will fit the skills and needs of the advertised position.   * Know the technologies involved * Identify team culture and dynamics * Clarify the business skills needed to do the job   **Knowledge Check:** TBD  **Topic 3: Don’t Have a Checklist**  Know what you want but don’t be so limited to a narrow checklist that would eliminate most candidates.   * Give flexibility for adjustments and updates in technology. * Consider candidates who are flexible and can adjust or acquire new information easily in case of updates or changes. * Select candidates who are eager and willing to do the job.   **Topic 4: Prepare for the Interview**  Just as the candidate must be prepared, so should the interview panel. A well-prepared panel will ensure the candidate gains a sense of the company culture as being productive and organized. Understanding and sharing information about the role and associated technologies is key. Here are some questions to consider:   * What are the major topics to cover in the interview? * For each topic, which questions are important in determining the candidate’s competency in that subject? * Are the questions I’m asking important to the job?   **Knowledge Check:** TBD  **Topic 5: Train your Interviewing Panel**  A great software developer doesn’t equate to a great interviewer. A trained interviewer must:   * Be knowledgeable of the subject matter * Be able to ask defined questions and determine whether a response is acceptable while understanding possible variations on responses * Be able to dig deeper into a candidate’s skills based on the conversation   **Topic 6: Remember the Purpose of the Interview**  The purpose of the interview:   * Is not to one-up other panel members regarding their level of knowledge, all members of the interview should be treated fairly * Is to ascertain whether a candidate is competent enough to handle the job is the purpose * Is to have prepared questions along with panel members who are assigned to specific questions   **Knowledge Check:** TBD  **Topic 7: Make Sure the Candidate Meets Everybody**   * Have decision makers involved in the interview to ensure candidates meet team members * Streamline the interview process as conducting multiple interviews may turn candidates off or reduce their opportunity to take an offer as they may be interviewing elsewhere.   **Assessment (scenario practice utilizing seven elements)**  **Conclusion**  Becoming a sound company with a strong team begins with the quality of hires. Understanding the elements of effective interviewing strategies can insure this will occur for the long term.  **Assessment:** Four (4) knowledge checks throughout, including a pre-assessment question. Graded five (5) question quiz with score at end. |
| **Assessment Plan** | 80% passing on e-learning post module assessment. Learner has two opportunities to attempt each question. |
| **Evaluation of Success** | * Four (4) knowledge checks presented during the presentation to check learners understanding. * Post-Assessment at the end of the presentation with five (5) questions to determine learners overall understanding of the entire course. |