Finding and Hiring the Right Technical Team

Company Name: XXXX
ID: Sarah Plumb
2/11/23

	Section	Item	Notes	Reviewer Comments
1	**Target Audience**	**Company**	XXX	
		Primary Audience	HR Interviewers and Hiring Managers in the US, already on staff.	
		Secondary Audience	All members of staff on a hiring team.	
2	**Learning Objectives**	**At the end of this course, learners will be able to:**		
		LO1	Outline an efficient interview process that prioritizes the end goal of hiring the best candidates.	
		LO2	Summarize five important steps to take in preparation for conducting an interview.	
		LO3	Sort interview questions by strength and identified key features.	
		LO4	Identify effective ways to assess candidate skills in an interview setting.	
3	**Seat Time**	**Estimated Time**	30 minutes	
4	**Outline**	**Menu**	<u>Section 1: Introduction</u> Welcome Navigation Learning Objectives	

			Section 2: Course Content Importance of the Interviewer Understanding the Interview Process Knowledge Check 1 Planning an Interview Developing Interview Questions Knowledge Check 2 Assessing Candidate Skills Knowledge Check 3 Summary Section 3: Quiz Quiz Section 4: Congratulations Congratulations	
5	Directions and Notes for Reviewers	Focus	Please focus on the **accuracy** and **completeness** of the content during this review cycle.	
		Brackets	Anything within brackets [xxx] is considered to be a note to the reviewer / developer to assist them in understanding the flow and content of the course and will not appear on the slide.	
		Questions	Questions for reviewers will be highlighted in yellow. All questions will need to be answered before development can begin. Look to the right of the screen for notes from the designer with the questions articulated.	
		Audio	The text in the middle column will be narrated audio. There will be connecting words and phrases that would not appear in a written procedure. If the wording seems awkward to you, try reading the text aloud to see how it fits, then make changes if it still seems necessary. Formatting is merely to aid the voiceover talent. Remember - learners will hear (not see) this text. Capitalization and punctuation are not important in the narration column, but are very important in the Visual/Display column.	
		Table of Contents	Use the clickable Table of Contents on the next page for ease of navigation.	
		Slide Feedback	In the top right corner of the screen, there is a pencil icon showing that you are in editing mode. You will want to select this and choose "Suggesting." This will look like a piece of paper with a pencil in it (square with pencil icon). Anything you type directly on the document will be tracked and will appear as a suggestion to be reviewed.	

|				
		Highlighted Feedback	You may also add off screen comments without typing directly on the document by highlighting the text you'd like to comment on and using the command "Insert Comment" (command-option-M) or going to the "Insert" Menu at the top of the page and choosing "Insert Comment."	
		Optional Tip	By clicking the "View" menu above, you can choose to un-select "Show Print Layout." This will enable you to go through the storyboard more smoothly.	
		Timeline	XXX	
6	**Module Resources and References**	**Company Specific**	PDF Interview Question Bank Job Aid: Conducting a Successful Interview	
7	**Images, Font, Color Pallet, Global Animations, Global Notes on Look**	**Heading Font**	Raleway	
		Body Font	Roboto OR Montserrat - choose and stick with one	
		Color Pallette	Company color palette	
		Highlight Color	Yellow Hex Code # FBF719	
		Images	All images displayed are licensed for Creative Commons usage. If choosing similar images, ensure that rights to the images are acquired.	
		Global Notes	Unless otherwise indicated, all text and images will fade in (0.5 seconds) and fade out (0.5 seconds, unless it remains on screen). Each slide that is not completely filled with an image will use a template for a background using five company colors. Four of the colors will form a border around the edge of the slide, taking up ⅔ of one side and ⅓ of the adjacent side. A wedge (right triangle) will create an angled junction point between two colors on one side. The fifth color will be used to create a left aligned banner taking up roughly ½ - ⅔ of the top of the slide for the slide title. See below as an example.	
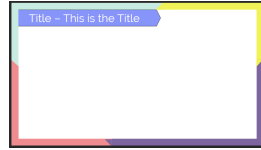
All slides that have an image or video taking up the entire screen will still have titles in a banner that is filled with a translucent Company Color 1 with white text.

Any font on a colored background will be white; any font on a white or very light colored background will be black.

All custom Continue buttons will be identical: a rounded rectangle in a company color with the word "Continue" in either white or black font, depending on which color is chosen. See below as an example.

All custom Return buttons will be identical: A back arrow in a circle with the word "Return" in black or white font, depending on which color is chosen for the button. See below as an example.
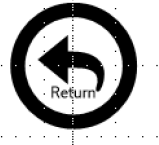
All hint icons will also look identical: a light bulb with an exclamation pointt and the word "Hint" below it in black font. See below as an example.
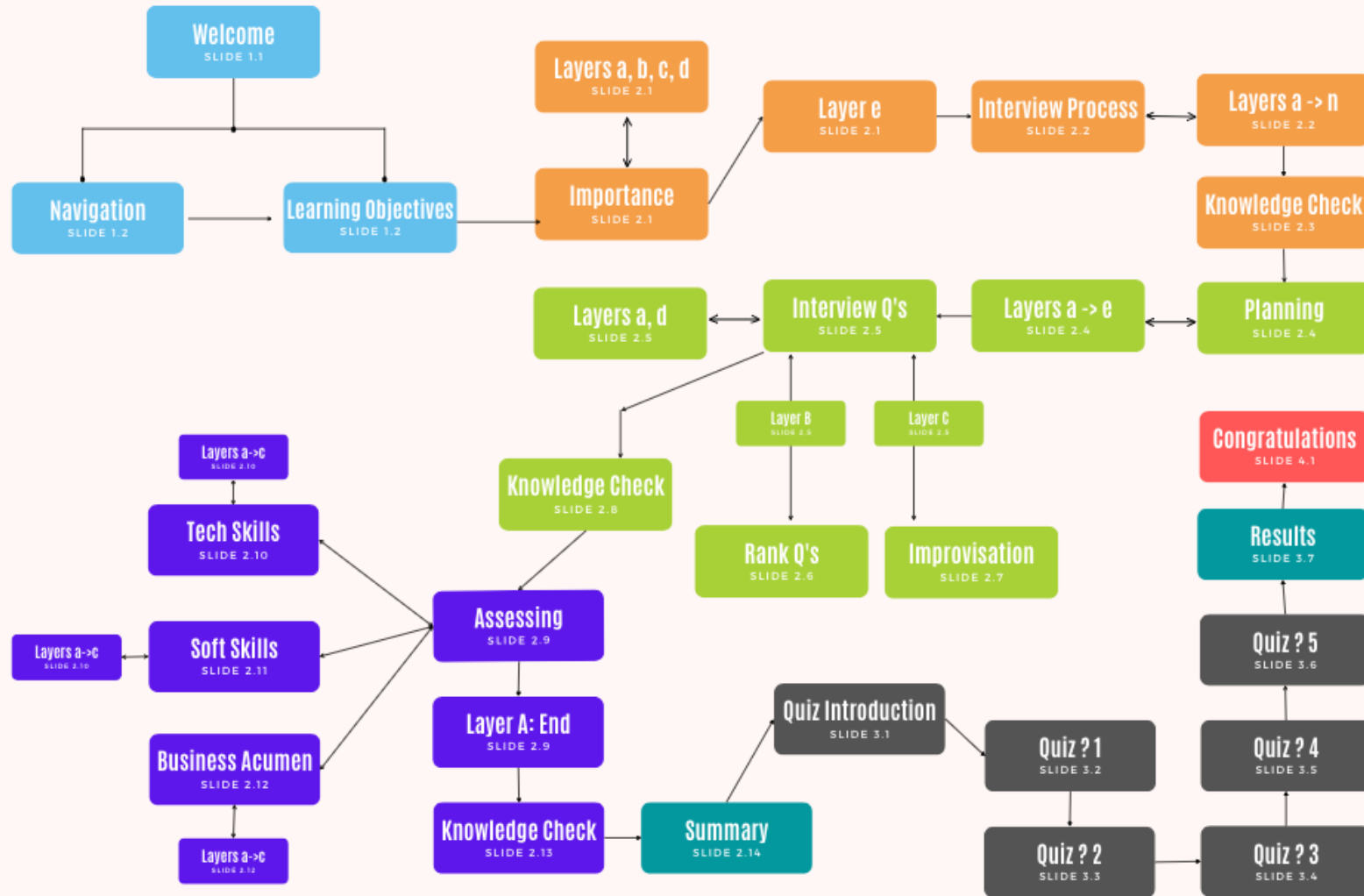

		Player and Slide Set Up	16:9 aspect ratio Classic Player	

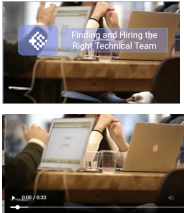|				
			Wrap Menu Titles Menu titles are NOT numbered Restricted User Navigations (can visit previously viewed slides, but can not jump ahead) Seekbar enabled, free	
8	**Context**		The client needs to hire 2000 new members of their technical team this year but has struggled to find the appropriate candidates for their positions. They have identified that the interview and hiring process is one reason that the company has struggled to fill vacant roles. Currently, they have 2000 vacancies due to an average staff longevity of 9 months. Hiring managers have reported that poor cultural fit or poor technical skill of new hires was responsible for the short staffing longevity currently reported. Approximately 70% of new hires are reported by supervisors to be a good fit for the position they were hired for; to be successful, the client would like to increase fit percentage to 85% of new hires. In addition, during exit interviews for candidates who took other positions, the lack of professionalism in the interview process was cited as a concern. The goal of this training is to support interviewers and hiring managers in developing a standardized interview process that identifies quality candidates to fill technical roles, engage in the culture and team dynamic of the company, and support positive business practices for the client. This training will focus specifically on training HR managers and hiring recruiters to identify key features of applicants that are necessary to support company growth, develop and choose the best interview questions, assess soft skills that determine an employee's fit in the company, and create a standardized and efficient plan for the interviewing process.	
9	**Clickable Table of Contents**	**Scene 1**	1.1 Welcome 1.2 Navigation 1.3 Learning Objectives	
		Scene 2	2.1 The Importance of the Interviewer 2.2 Understanding the Interview Process 2.3 Knowledge Check 1 2.4 Planning an Interview 2.5 Preparing Interview Questions 2.6 Organizing Interview Questions 2.7 Improvisation with Interview Questions 2.8 Knowledge Check 2	

MODULE 1: FINDING AND HIRING THE RIGHT TECHNICAL TEAM TRAINING COURSE
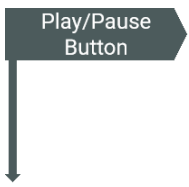
Slide: 1.1 / Welcome

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
30-second looping video from SL content library showing a desk shot from a meeting is the background, taking up the entire slide. Rounded rectangle in one of the company colors is on the top third of the screen, approximately ⅓ of the way across the screen from the left. The company logo is inside the rounded rectangle. This will be animated. The title of the course will be in a semi-transparent rectangle next to the logo, taking up the remainder of the horizontal distance across the screen. Custom buttons will be rounded rectangles in company colors with white text and will appear near the bottom of the screen.		[Title] Finding and Hiring the Right Technical Team [Buttons] Start Course Navigation	Welcome to the course, "Finding and Hiring the Right Technical Team." Chances are good that if you've had a few jobs in your life, you've also had at least one bad interview. Think back to one of those. What did the room look like? Who was there? How did you feel? What did you think of the company? Maybe you remember an interview where the manager was late or rude. Or one where someone was clearly uninterested in you as a person. Try to remember the interview you had when you came to this company. What went well? What didn't? Why did you decide to work here? There are many different answers to that last question, but it is clear that the interview process matters. Now, you're on the other side of the table - selecting skilled candidates to join our team. This course will help you bring in, retain, and select the best candidates for our accomplished technical team. If you're familiar with course controls, select "Start Course" to begin, or select, "Navigation," to review the player features.	Textbox with the title will fly in (0.75 seconds) from the bottom. Rectangle with the icon in it will either fly in or wipe in from left (0.75 seconds). Icon itself will fade in (1.0 seconds). Looping video will be playing in the background. Two custom buttons will fade in timed with VO.

Slide: 1.2 / Navigation

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction

[Background] Plain in one of the light company colors, border visible [Player] Menu on left Callout shapes appear timed with VO and a line that shows where the navigation control is located, then remain on slide.	Play/Pause Button	[Slide Title] Navigation [Directions] Select "Next" when you are ready to proceed. [Callouts] Forward Backward Volume Accessibility Replay Button Seekbar Play Pause Menu Resources	To move forward or backward through the course, use the arrows at the bottom right. Audio and accessibility features can be accessed here. Select the replay button to see the entire slide again, or adjust the seekbar. On the bottom left, there is a play button. This allows you to pause and proceed at your own pace. Click it again to resume. On the left of the screen is the menu where you can see the progress that you've made. Resources are available from the tab on the top right of the screen. Select the "next" button to proceed.	Callouts and lines will come in, timed with the VO, pointing to each part of the player navigation features. All text and arrows fade in (0.5 seconds) and then remain on the screen. Player controls are open and accessible throughout the slide timeline.

Slide: 1.3 / Learning Objectives

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
[Title] Learning Objectives Larger subtitle text in theme colors. Text will come in timed with VO.		[Title] Learning Objectives [Subtitle] After completing this course you will be able to: 1) Outline an efficient interview process that prioritizes the end goal of hiring the best candidates. 2) Summarize five important steps to take in preparation for conducting an interview. 3) Sort interview questions by strength and identified key features, and	After completing this course, you will be able to: 1) Outline an efficient interview process that prioritizes the end goal of hiring the best candidates. 2) Summarize five important steps to take in preparation for conducting an interview. 3) Sort interview questions by strength and identified key features, and 4) Identify effective ways to assess candidate skills in an interview setting.	Text will fade in timed with VO and then remain on screen. Next button is hidden until the end of the timeline.

		4) Identify effective ways to assess candidate skills in an interview setting. [Directions] Select"Next" to continue.	Select next to continue.	

Slide: 2.1 / Importance of the Interviewer

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
An accordion with four tabs takes up the majority of the slide. Each title/tab will be a different theme color. The cover of the accordion will be an image of someone shaking a person's hand or in some way indicating a professional interview. The directions textbox will come in timed with VO. There will be no border for this slide. Background is white color. The next button is hidden.		[Title] The Importance of the Interviewer [Tab Titles] Introduce the Company Define Role Value Candidate Assess Skills [Directions] Open each tab to learn more about the important role that an interviewer plays.	An interview is an essential part of the hiring process. An effective interview helps ensure that we find and hire the right people for the job. As an interviewer, you are the face of the company for someone who might be the next great team member. Your role is to introduce the candidate to the company, define the position and company expectations, assess candidates for a fit for company culture and the role, and ensure the candidate feels valued through the process. Select each tab to explore more about the important functions of the interviewer.	Learners should be restricted from clicking until the narration is complete. Next button is hidden until all four layers are visited and slide automatically advances to layer 2.1e. Directions fade in (0.5 seconds) when VO begins reading the directions. All text and images fade in (0.5 seconds). Each of the title rectangles act as a trigger to visit the associated layer. Learner will be restricted from clicking on tabs until the audio is complete.

Slide: 2.1a				
Visual Display	**Thumbnails**	**Slide Text**	**Narration / Voice Over**	**Animation / Interaction**
The first tab (Introduce to Company) remains where it was, the other three tabs follow a movement path to the other side of the screen. The company logo will appear next to the text. The text and logo appear in a box in between the open tab and the three other tabs.	Company Logo	[Title] Introduce the Company [Text] Share: ● Company values ● Perks ● Things you enjoy ● Why you choose to work here	One of the main roles of the interviewer is to attract talent to our company. People spend about ⅓ of their lives at work and candidates are interviewing us at the same time we're interviewing them. Remember that they have other opportunities - we want them to know that this is a good one. You can do this by sharing: - our company values and mission statement - the perks that come with the position - Things you enjoy about your job, or - Why you choose to work here	Movement path moves the three tabs (Assess Skills, Define Role, and Ensure Valued) to the other side of the screen (1.0 second). The logo, box, and the text wipe on (0.75 seconds) from the same side of the screen as the original tabs. Learners should be restricted from clicking until the narration is complete. Slide automatically shows layer 2.1e when all four layers have been visited. Each of the title rectangle tabs act as a trigger to visit the associated layer.

Slide: 2.1b				
Visual Display	**Thumbnails**	**Slide Text**	**Narration / Voice Over**	**Animation / Interaction**

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
Introduce the Company and Define Role tabs remain where they were, the other two tabs follow a movement path to the other side of the screen. There is an image including computers and several people indicating that each person has unique roles to fill in the company. The text and image appear in a box in between the open tab and the other tabs.		[Title] Define the Role [Text] Help the candidate understand: • The team • Technology • Day-to-day tasks • Projects • Customers • Opportunities	In the interview, you will help the candidate understand: • The team • Technologies used • Day-to-day tasks • Types of projects • Customers they'll interact with, and • Opportunities that we offer for travel, training, and continuing education	Movement path moves two tabs (Ensure Value and Assess for Fit) to the other side of the screen (1.0 second). The image, box, and the text wipe on (0.75 seconds) from the same side of the screen as the original tabs. Slide automatically shows layer 2.1e when all four layers have been visited. Each of the title rectangles act as a trigger to visit the associated layer.

Slide: 2.1c

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
Introduce to Company, Define Role, and Ensure Feels Valued tabs remain where they were, the other tab (Assess for Fit) follows a movement path to the other side of the screen. Image should display people together and looking pleased, representing a feeling of appreciation. The text and image appear in a		[Title] Value the Candidate [Text] As the interviewer: • Learn name • Review resume • Respect time • Be aware of body language • Make the candidate comfortable	Candidates have many opportunities and are looking for a place where they feel valued. In the past, it may have been true that an employee needed a job more than our organization needed them, but that is not the case now. From the very first contact, it is essential that the candidate understands that we appreciate their time and skill and that we want them to join our team. Some things you can do are: • Learn the candidate's name and review their resume before meeting them. • Respect the candidate's time. Be timely with your responses,	The icon, box, and the text wipe on from the same side of the screen as the original tabs (0.75 seconds). Learners should be restricted from clicking until the narration is complete. Slide automatically shows layer 2.1e when all four layers have been visited.

			show up on time to meetings, and deliver decisions promptly. Provide a timeline so that the candidate understands what they can expect. ● Be aware of your body language, behavior, and tone. ● Make sure the candidate is comfortable. Use empathy and compassion, even though they are in "the hot seat."	Each of the title rectangles act as a trigger to visit the associated layer.
box in between the open tab and the three other tabs.				

Slide: 2.1d

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
All four tabs remain where they are. Text and image appear in a box that wipes on from the side of the tabs. Image should show one of the skills that is assessed in the interview. Suggest coding.		[Title] Assess Skills [Text] We consider: ● Technical skills ● Soft skills ● Business acumen ● Culture and team Dynamic	The part of the interview that is perhaps easiest to understand and most difficult to do well is to assess the candidate as to whether or not they are a good fit for the company. For our technical team, we are considering: - Technical skills - Soft skills - Business acumen, and - Culture and team dynamic We will talk about strategies to complete this essential role throughout the rest of the course.	The icon, box, and the text wipe on from the same side of the screen as the original tabs (0.75 seconds). Learners should be restricted from clicking until the narration is complete. Slide automatically shows layer 2.1e when all four layers have been visited. Each of the title rectangles act as a trigger to visit the associated layer.

Slide: 2.1e

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
The background will be completely taken up with a photo of a CV/Resume - no border.		[Title] The Goal [Text]	The ultimate goal of the interview is to find and hire the best candidates to meet company needs. Understanding the important role that you play as the interviewer	Next button appears when timeline has finished on this layer.

Text will appear in a semi-transparent rectangle in company colors.		To find and hire the best candidates for the opening. Select the "Next" button to continue.	can help you achieve this goal.	

Slide: 2.2 / Understanding the Interview Process

Visual Display	Thumbnail	Slide Text	Narration / Voice Over	Animation / Interaction

Flow chart image with the six steps of the interview process takes up the horizontal space about ⅓ of the way from the top of the screen (created in Canva).
 	
Timed with VO, each step will be highlighted in yellow as it is mentioned.
 	
A slider will be oriented horizontally under the image with 7 stops.
 	
A text box will take up a large portion of the screen below the slider
The text box will start with directions and then undergo state changes to display the remainder of the text for each step.
 	
In the state change, the text will appear with an additional image (see below in layer thumbnails) to help clarify the idea.
		[Title]
		Understanding the Interview Process
		
		[State 1: Directions]
		Directions: Drag the icon along the slider to explore the important steps to the interview process.
		
		[State 2: Pre-Interview Planning]
		Pre-Interview Planning
		  - Clearly articulate the need and requirements for the role
		  - Organize and train hiring team
		  - Develop interview questions
		  - Create a hiring plan
		
		[State 3: Search and Screening]
		Search and Screening
		Conducted by the Recruiting Firm and HR Team
		
		[State 4: In the Interview]
		In the Interview
		  - Welcome and value the candidate
			The interview process begins well before the actual interview occurs.
			
			Each step of the process is critical to finding the best candidates to fill open positions. The process includes pre-interview planning, search and screening, the interview, follow-up with the candidate, extending an offer, and informing other candidates about the decision. You can explore more about each step by clicking on the images on screen.
			
			Drag the icon along the slider to explore the steps of the interview process fully.
				Next button is hidden until all layers have been visited.
				
				Text and graphics fade in (0.75 seconds) and remain on slide.
				
				A transparent shape covers each step of the graphic. A state change allows a highlight of the step to appear timed with VO. Each wheel animation (1.5 seconds) will appear when the VO says that step and then return to a normal state as the VO moves to mention the next step.
				
				The learner is restricted from dragging the slider until the timeline has finished for this base layer.
				
				The learner will drag the icon along the horizontal slider to visit the other layers. Each layer is audio only. The text is NOT included in the layers; it is embedded in state changes on this base layer.
				
				The text box has state changes that are tied

Note that these images will appear in the state changes on THIS base layer but are embedded into the tables for the layer that matches them with audio for ease.		- Introduce the hiring team - Get to know the person - Assess skills * - Question and answer - Wrap Up *Within the interview, this step takes the majority of the the scheduled time. [State 5: After the Interview] After the Interview - Follow up email - Extend an offer - Inform the other candidates		to the movement of the slider. The state change shows the text and image associated with each step. The movement of the slider also triggers playing the audio only layers.

Slide: 2.2a

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
Base layer is visible, this is an audio only layer. The image in the thumbnail column will be embedded into the state change on the main base layer.		None - audio only	Pre-interview planning is an essential part of hiring. Preparation is key to attracting talent to fill open positions. Before a job is posted, work must be completed to understand and articulate the actual need, organize and train the hiring team, develop and choose effective questions, and create a hiring plan. It is absolutely essential that every open role goes through this process. What is essential on day 1 for succeeding in this role? What is important but can be trained? What would simply be nice to have? Do not start the interview process until pre-interview planning is completed.	Learner is restricted from dragging the slider until the audio has completed. Learner can then drag the slider to the next stop and trigger the audio only layer and the state change for the text box. The next button will appear when all layers have been visited. The layer will close automatically.

Slide: 2.2b

Visual Display	Thumbnail	Slide Text	Narration / Voice Over	Animation / Interaction
Base layer is visible, this is an audio only layer.

The image in the thumbnail column will be embedded into the state change on the main base layer. | | None - audio only | The Search and Screen process typically happens outside the hiring team. Once the need is fully understood and articulated, our recruiters can begin searching for and attracting talent to apply for those positions.

The recruiters sift through hundreds of applications and choose those that fit the needs that we have described.

As soon as the candidate has been screened, our HR team contacts the candidate to schedule a phone screening. If the candidate passes through that process, the in-person interview should be scheduled as quickly as possible.

By the time a candidate comes face to face with our hiring team, they have already undergone extensive checks, so it is essential that we move quickly through this process. Remember that they have other opportunities available to them, as well. Our goal is to find the best fit for our team; we don't want those great candidates to slip through while we dawdle. If we've done our preparation well, then we can be sure that we're ready to hire when we get to the interview stage. | Learner is restricted from dragging the slider until the audio has completed.

Learner can then drag the slider to the next stop and trigger the audio only layer and the state change for the text box.

The next button will appear when all layers have been visited.

The layer will close automatically. |

Slide: 2.2c

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
Base layer is visible, this is an audio only layer.

The image in the thumbnail column will be embedded into the state change on the main base layer. | During the interview | None - audio only | During the interview process, our goal is to make candidates feel valued, welcome, and comfortable.

Take a few moments to get to know the person. Greet the candidate with a smile, shake their hand, and remember to be courteous. Introduce the hiring team and ask the candidate what attracted them to this position.

For our technical team, we conduct deep technical interviews, but it is vital to include questions about soft skills, problem solving, and business acumen, as well. We'll go into more depth about interview questions throughout the course. | Learner is restricted from dragging the slider until the audio has completed.

Learner can then drag the slider to the next stop and trigger the audio only layer and the state change for the text box.

The next button will appear when |

| | | | As the interview winds down, be sure to save enough time for the candidate to ask any questions they have.

No matter how the interview went, be sure to end on a positive note. You can ask a question like, "Is there anything else you'd like us to know about you?" which gives the candidate an opportunity to share anything that you didn't ask about.

Wrap up the interview by explaining the timeline and decision process and thank them for their time. Shake their hand and help them navigate out of the building, if necessary. | all layers have been visited.

The layer will close automatically. |

Slide: 2.2d				
Visual Display	**Thumbnails**	**Slide Text**	**Narration / Voice Over**	**Animation / Interaction**
Base layer is visible, this is an audio only layer. The image in the thumbnail column will be embedded into the state change on the main base layer.	Post - Interview ① Follow Up Email ▶ ② Extend an Offer ▶ ③ Interviewing Candidates —	None - audio only	Communication and follow-through are key – do what you say you're going to do. So many candidates report frustration at hearing nothing back from a company after they've spent their valuable time interviewing. No one wants to feel ignored or rejected without explanation. Send a follow up email whether or not you are interested in the candidate, thanking them for their time and sharing something that you appreciated learning about them.	Learner is restricted from dragging the slider until the audio has completed. Learner can then drag the slider to the next stop and trigger the audio only layer and the state change for the text box. The next button will appear when all layers have been visited. Layer closes automatically.

Slide: 2.2e				
Visual Display	**Thumbnails**	**Slide Text**	**Narration / Voice Over**	**Animation / Interaction**

Base layer is visible, this is an audio only layer. The image in the thumbnail column will be embedded into the state change on the main base layer.		None - audio only	The next step is to extend an offer. Good candidates have other opportunities and deserve to know quickly what their status is so that they can make decisions. When we've prepared adequately, we can be ready to hire quickly. This policy is best for the candidate, for the company, and for the team with the opening to fill. Once your company decides to hire a candidate, inform the other candidates who interviewed as a sign of respect and courtesy. Give them constructive feedback if you feel there's a specific way they could improve for their next job interview.	Learner is restricted from dragging the slider until the audio has completed. Learner can then drag the slider to the next stop and trigger the audio only layer and the state change for the text box. The next button will appear when all layers have been visited.

Slide: 2.3 / Knowledge Check 1

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
Image (created in Canva) that will clearly delineate pre-interview planning and preparation, search and screening, in-person interview, and post-interview. Image will be at the top of the screen under the title. Directions will be under the title, above the image. The learner will drag labeled shapes to the appropriate area of the map that matches that		[Title] Knowledge Check Learning Objectives 1 and 2 [Question] Place the steps of hiring an outstanding candidate on the map showing the correct steps to the interview process. [Choices] [Dropped on Pre-Interview Planning] Articulate Hiring Need Organize and Train Hiring Team Develop Interview Questions Create Hiring Plan [Dropped on In-Person Interview] Make Candidate Feel Valued	Now, it's time to check your understanding of what you've learned so far. This Knowledge Check does not impact your final quiz score at the end of the course. Place the steps of hiring an outstanding candidate on the map showing the correct steps to the interview process. Select the submit button at the bottom right when you are ready to submit your answer.	This will be a drag and drop Knowledge Check. Learner will click the submit checkmark in the player navigation when complete which will take them to the success/failure/try again layers. Learner will have two attempts to get the correct answer. Answers will be shuffled. Snap to center of drop area Each drag item appears one at a time after the learner has dropped the previous item. Each drag item has a correct drop state that has a green checkmark and an incorrect drop state that has a red X on it.

| process.

There will be 14 labeled shapes to be dropped. They will appear one at a time after a learner drops the one before it. | | Get to Know Person
Introduce the Hiring Team
Assess Business Skills
Assess Technical Skills
Assess Soft Skills
Answer Candidate Questions

[Dropped on Post-Interview]
Follow Up Email
Offer the Position
Inform Other Candidates

[Directions]
Place the steps of hiring an outstanding candidate on the image to show at what stage they are completed. Select the submit button when you have finished. | | A transparent rectangle restricts the learner from beginning before audio has finished.

Images and text fade in (0.5 seconds) and remain on screen.

Directions, however, will have a "grow" animation onto the page timed with VO.

Submit button will appear when the last drag and drop item timeline has finished and take them to the try again/success/failure layers. |

Slide: 2.3a

Visual Display	Thumbnail	Slide Text	Narration / Voice Over	Animation / Interaction
A red X with a circle around it, with the word "Incorrect" below it. Built in pop up square with text telling the learner that it is not correct and they should try again. Built in "Try Again" button		[Title] Incorrect [Text] That is incorrect. Please try again. [Button] Try Again	Not quite. Click the Try Again button to return to the Knowledge Check.	Click Retry Quiz to return to KC1 and try again.

Slide: 2.3b

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
A green success check mark with a circle around it with the word "Correct" underneath it. Built in pop up square with text telling the learner that it is correct and additional feedback about thinking. Built in Continue Button		That's correct. The Pre-Interview and Planning process includes: articulating the need, organizing and training the team, developing interview questions, and creating a hiring plan. Following the search and screening process, an in-person interview includes: making the interviewee feel valued, getting to know the person, introducing the hiring team, assessing their technical, business, and soft skills, answering their questions, and wrapping up the interview on a positive note. Finally, the interview process isn't over until you've sent a follow up email thanking them for their time, extending an offer, and letting other candidates know that you've offered the position to someone else.	Way to go! You correctly placed the steps to conducting an efficient interview into their places in the process. The Pre-Interview and Planning process includes: articulating the need, organizing and training the team, developing interview questions, and creating a hiring plan. Following the search and screening process, an in-person interview includes: making the interviewee feel valued, getting to know the person, introducing the hiring team, assessing their technical, business, and soft skills, answering their questions, and wrapping up the interview on a positive note. Finally, the interview process isn't over until you've sent a follow up email thanking them for their time, extending an offer, and letting other candidates know that you've offered the position to someone else.	Click Continue to proceed in the course.

Slide: 2.3c

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
A red X with a circle around it, with the word "Incorrect" below it. Built in pop up square with text telling the learner that it is not correct and feedback about what the correct answer was. Built in Continue Button		[Title] Incorrect [Text] You did not select the correct response. The Pre-Interview and Planning process includes: articulating the need, organizing and training the team, developing interview questions, and creating a hiring plan. Following the search and screening process, an in-person interview includes: making the interviewee feel valued, getting to know the person, introducing the hiring team, assessing their technical,	I'm sorry. You did not correctly place the steps to conducting an efficient interview into their places in the process. The Pre-Interview and Planning process includes: articulating the need, organizing and training the team, developing interview questions, and creating a hiring plan. Following the search and screening process, an in-person interview includes: making the interviewee feel valued, getting to know the person, introducing the hiring team, assessing their technical, business, and soft skills, answering their questions, and wrapping up the interview on a positive note. Finally, the interview process isn't over	Click Continue to proceed in the course.

| | | business, and soft skills, answering their questions, and wrapping up the interview on a positive note. Finally, the interview process isn't over until you've sent a follow up email thanking them for their time, extending an offer, and letting other candidates know that you've offered the position to someone else. | until you've sent a follow up email thanking them for their time, extending an offer, and letting other candidates know that you've offered the position to someone else. | |

Slide: 2.4 / Planning an Interview

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
The slide is divided vertically into four rectangles with different images that represent each section within each rectangle. A transparent rectangle over the 4 images will act as a button to go to each layer. Images take up full screen The four sections are: - The interview (image: representation of a technical skill) - Who is involved? (image: team of people at a meeting table) - When? (image: calendar) - How? (questions/planning) Each large transparent (button) rectangle is outlined in a company color (Color 1). At the bottom of each rectangle is a translucent rectangle in a second company color (Color 2) with the title of the layer (above) in it in white. Each transparent rectangle has the normal state		[Title] Planning an Interview [Layer Titles] The interview Who Is involved? When? How? ["Layer" State Changes] [The interview bullets] - Explain technical concepts - Programming problems - Explain a coding project - Fit team culture - Needs of company - Growth [Who Bullets] - Hiring managers - HR team - Supervisory staff	Going into an interview unprepared would be equivalent to trying to develop a computer program without knowing what it is supposed to do. Being prepared shows respect for the hiring team, the candidate, and for the role that you're hiring for. We want to find and hire the best people for the job. Being prepared for the interview can help you succeed in this important task. Select each image to explore how to successfully plan an interview. Select next when you have visited each section.	This is a click-to-reveal interaction. Next button is hidden until all layers have been visited. Transparent shape covers the buttons until the audio is complete. Learners click on a transparent rectangle that covers one of the 4 images to go to the associated layer. Each rectangle has a hover state that is a translucent company color state. They also have a visited state that has the text associated with the layers on it.

that it begins in (transparent), a hover state (translucent color 1), and a visited state where a text box appears with the text associated with the audio for that layer.
 	
Small rounded rectangle appears in the center of the image rectangle with text in it. Text is in company color 2 with bold and color 1 highlights for key words. This text box should remain on screen after audio is complete (Do this with a state change).
		- Technical experts
		
		   - All trained
		   - Knowledgeable
		   - All present
		
		[When Bullets]
		- Schedule early
		- Make a decision quickly
		
		[How Bullets]
		   - Do not start the hiring process until the need is clearly defined
		   - Key factors & core competencies
		   - Valuable qualities
		   - Skills & qualifications
		   - Good cultural fit
		   - Can grow in role
		   - Needs vs. wants
		
		[Directions]
		Select each image to explore how to successfully plan an interview. Select "Next" when you have visited each section.
				Layers are audio only. The text that appears with each layer is actually a state change of the transparent rectangle so that it will remain on the screen as the learner proceeds through the layers.
				
				Images and text fade in (0.75 seconds).

Slide: 2.4a					
Visual Display	**Thumbnail**	**Slide Text**	**Narration / Voice Over**		**Animation / Interaction**
Base layer visible Audio only on layer.	None	None - state change on base layer shows text	To plan an effective interview, it's essential to understand how our interview process is different from other organizations.' We conduct deep technical interviews when hiring candidates. In a deep technical interview we ask candidates to explain technical concepts and how they might be used, talk through a programming problem to be solved, or explain a coding project they have completed. These types of questions can give us insight into a candidate's thought and problem-solving process.		Audio only. Layer should automatically close when audio has finished. Next button appears when all layers have been visited.

| | | | However, technical skill is only part of the need. We are also looking for a candidate who can fit into our team culture, understand the needs of business, and is interested in growth. As we go through the course, we'll look at specific ways to assess candidates in all these ways. | Learner should be restricted from clicking on other layers until the audio has completed. |

Slide: 2.4b

Visual Display	Thumbnail	Slide Text	Narration / Voice Over	Animation / Interaction
Base layer visible Audio only on layer.	None	None - state change on base layer shows text	The interviewing team may consist of hiring managers, members of the HR team, supervisory staff, or technical experts. Every member of the hiring team needs to be trained ahead of time in how to conduct an efficient interview. Interviewers should be knowledgeable about the subject matter so that they can understand correct and incorrect answers, as well as variations of possible answers. They should have the ability to think on their feet and improvise when appropriate to dig deeper into a candidate's skills. The entire team should be present for the candidate's interview - we run the risk of losing talented individuals if they have to wait for second or third interviews.	Audio only. Layer should automatically close when audio has finished. Next button appears when all layers have been visited. Learner should be restricted from clicking on other layers until the audio has completed.

Slide: 2.4c

Visual Display	Thumbnail	Slide Text	Narration / Voice Over	Animation / Interaction
Base layer visible Audio only on layer.	None	None - state change on base layer shows text	Filling vacant positions is vital to the health of this company and should be important to all of us. Once a candidate has been sent to the hiring team, the interview process should proceed quickly. Remember, the candidates have already gone through a screening by the recruiter and the HR team by the time their resumes are sent to you. Schedule the interview for the earliest possible time and plan to respond with a decision quickly.	Audio only. Layer should automatically close when audio has finished. Next button appears when all layers have been visited. Learner should be restricted from clicking on

				other layers until the audio has completed.

Slide: 2.4d

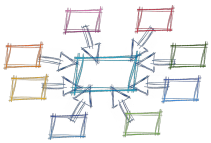| Visual Display	Thumbnail	Slide Text	Narration / Voice Over	Animation / Interaction
Base layer visible Audio only on layer.	None	None - state change on base layer shows text	Do not start the hiring process until the need is clearly defined. Look at the job opening and think about: ● What key factors are required for the role and, therefore, which core competencies are critical? ● What other qualities and characteristics would bring the most value to the role, as well as the organization? 　○ What soft skills are essential? Which are simply "nice to have"? ● What makes someone a good fit in terms of skills and qualifications? 　○ What technologies are involved? 　○ What topics are essential to the role? 　○ What business skills are needed? ● What makes someone a good cultural fit in terms of fitting in with the team and aligning with the company's core values? Spending the time upfront to define and articulate the *actual* need saves everyone involved time and resources. While it's tempting to have a checklist with every single desired attribute, these can also eliminate most, or even all, the candidates who could be a great fit. It's unlikely that anyone can meet every single desired list. Software, for example, changes all the time. Some new framework that's hot today will be replaced by some other framework in six months. Look for someone who can learn the new software as opposed to someone who knows what we need *now* but doesn't seem able to grow into a new role. Similarly, we don't recommend coding tests as part of the interview as they don't realistically represent how a person works in their position. High pressure stakes might allow some candidates to shine, but it will mask the true skills and talent of many more. Candidates are analyzing the questions you ask them. If there's ambiguity about what you're looking for in the role, they may be hesitant to move forward.	Audio only. Layer should automatically close when audio has finished. Next button appears when all layers have been visited. Learner should be restricted from clicking on other layers until the audio has completed.

Slide: 2.5 / Developing Effective Interview Questions

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
The photo will be left aligned and take up most of the screen (approximately 4/5). Along the right will be four equal sized rectangles, right aligned spread vertically from top to bottom of the page. The photo and rectangles will cover the entire background. No border will show. However, you will want to use the slide with the border for the layers and cover the border up on this base layer with the images. Each rectangle will be a button taking you to a different layer and will have the title of the layer inside. Each rectangle will be a different company color with the titles in white. Directions at the bottom of the page in a translucent box in Company Color 1 or 2.		[Title] Developing Effective Interview Questions [Titles / Buttons] Purpose of the Interview [button to 2.5a] Organizing and Choosing Questions [Button to 2.5b] Follow Up Questions [Button to 2.5c] Roles for the Interview Team [Button to 2.5d] [Directions] Select each of the buttons on the right to learn about developing effective interview questions. Select the "Next" button after visiting each section.	Writing interview questions is an art. You want to learn about the candidate, compare them to other candidates, put them at ease, and get to the heart of what they can bring to the company. Having specific questions can help you be more informed in your hiring decisions. As a sign of respect for the time of your candidate and hiring team, every question you ask should have a specific purpose. Therefore, it is essential that you develop effective interview questions well ahead of the interview. Select each of the buttons on the right to learn about developing effective interview questions. Select the "Next" button after visiting each section.	Next button is hidden until all layers have been visited (and slides 2.6 and 2.7 which are connected to layers b and c, respectively). When the next button is enabled, it will bring you to slide 2.8. Disable audio from playing twice. Each rectangle will be a button taking you to a different layer. [Triggers] Purpose of the Interview [button to 2.5a] Organizing and Choosing Questions [Button to 2.5b] Follow Up Questions [Button to 2.5c] Roles for the Interview Team [Button to 2.5d] Each button will have a hover and a visited state. Learner will be restricted from selecting layers before audio has completed.

Slide: 2.5a

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
Custom Return button will appear timed with the VO on the top right of the slide. Directions will appear timed with VO at the bottom of the slide. A text box saying, "For each question, decide if it is:" will be above the graphic which will take up nearly all the screen. The purpose of the interview will be placed in the center of an image similar to the one on the right with four squares and arrows will be present and the bullet points will be put into each square pointing toward the purpose of the interview. These will fade in timed with VO. A text box with "If the answer to any of these…" will appear below the image.		[Title] Focus on the Purpose of the Interview [Text] Purpose of an interview: To find and hire a candidate that's capable of doing the job satisfactorily. For each question, decide if it: - Is involved in the hiring decision - Provides information about ability to do the job - Provides the most useful information possible - Provides insight into the candidate's thought and work processes If the answer to any of these questions is "no," remove it. [Buttons] Return [Directions] Select the "Return" button to return to the menu.	When developing questions, it is important to focus on the purpose of the interview - to find and hire a candidate that's capable of doing the job to your satisfaction. After you've written a first round of questions, for each question, ask yourself: - Will this information be used to make a hiring decision? - Would the answer to this question inform the team about the candidate's ability to do the job satisfactorily? - Would the answer to this question give us the _most_ useful information about this topic? - Can different candidates expand on this question in different ways which would give us insight into the way they think and work? If the answer to any of these questions is "no," remove it. Select the "Return" button to return to the menu.	Return button brings you back to the base layer. Next button is hidden until all layers have been visited (and slides 2.6 and 2.7 which are connected to layers b and c, respectively). When the next button is enabled, it will bring you to slide 2.8. Title will begin on the screen, text will come in timed with VO. Directions and Return button appear on screen timed with VO

Slide: 2.5b				
Visual Display	**Thumbnails**	**Slide Text**	**Narration / Voice Over**	**Animation / Interaction**

Visual Display	Thumbnail	Slide Text	Narration / Voice Over	Animation / Interaction
Image will take up the entire screen. The flowchart appears over the image. Custom Continue button will appear timed with the VO on the top right of the slide. Directions will appear timed with VO at the bottom of the slide. A text box saying, "Each question will be:" will be placed in the orange top organization piece. The three bullet points will appear within the bottom three icons of the flowchart and will fade in timed with the VO.		[Title] Organizing Interview Questions [Text] Each question should be: - Grouped into core competencies, key requirements, and essential skills - Ranked by utility - Arranged in a logical sequence [Buttons] Continue [Directions] Select the "Continue" button to practice ranking interview questions in a topic.	In preparing to hire, the specific needs, requirements, key factors, and core competencies of the role were laid out. After questions are developed that focus on the purpose of the interview, they should be grouped into core competencies, key requirements, and essential skills needed to do the job. Determine which questions you need to ask in order to be confident that the candidate knows that skill. You don't have time to ask every possible question per topic so pick questions carefully. For example, suppose you ask a candidate a SQL Server question such as, "What is the purpose of a Left Outer Join?" If they answer it quickly and correctly, then you don't need to ask them about inner joins because if they know about outer joins, they would most likely know inner joins. By picking the right questions, you eliminate a lot of others which saves you and the candidate time. Once grouped, rank each question based on how useful it is. Ask yourself if it provides the most clear and unbiased information? Finally,, arrange the questions into a logical sequence and format to structure the job interview. Select the "Continue" button to practice ranking interview questions in a topic.	Continue button will take you to slide 2.6. There is no way to return to the base layer from this layer. (You return to the base layer or continue from 2.6.) Directions and Continue button appear on screen timed with VO. All text fades in timed with VO. Title remains on screen for entire timeline.

Slide: 2.5c				
Visual Display	**Thumbnail**	**Slide Text**	**Narration / Voice Over**	**Animation / Interaction**
Create a graphic using theme-colored rectangles and arrows that shows one idea following one another.		[Title] Follow-Up Questions [Text]	Be willing to improvise. Many times a candidate will say something that you want to dig into deeper. This is an excellent opportunity to learn even more about a candidate's skills and gain deeper insights into their experience and qualifications.	Continue button will take you to slide 2.7. There is no way to return to the

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
Above the graphic, a text box reads, "Ask a follow up when:" In the first rectangle, there will be the first bullet. Then, an arrow to the second rectangle with the second bullet and so on until all four bullets are on screen. Continue button (bottom right of screen) and directions (bottom of screen) will appear timed with VO.		Ask a follow-up when: - You need more information - The answer is incomplete - You want to dig deeper - The response was unexpected [Buttons] Continue [Directions] Select the "Continue" button when you are ready to proceed.	You should ask a follow up question when: 1. You need more information. If the candidate's response didn't provide you with enough detail, you may need to ask a follow up question to clarify their response. 2. The candidate's answer is incomplete. You may need to ask a follow up question to get a more complete picture of their skills or experience. 3. You want to dig deeper. If the response provides an opportunity to explore a topic further or you want to understand their perspective more fully, a follow up question might be warranted. 4. The response was unexpected. In this instance, you might want to ask a follow-up question to understand their thought process or reasoning. It's important to remember that while follow-up questions are useful, you should be careful not to interrupt the candidate or ask too many questions in rapid succession. Allow the candidate to finish their response and then ask your follow-up question in a way that shows you are engaged and interested in their answer. Select the "Continue" button when you are ready to proceed.	base layer from this layer. (You return to the base layer or continue from 2.7.) Directions and Continue button appear on screen timed with VO Rectangles and arrows should wipe on from the direction of the prior rectangle, as if they are following it.

Slide: 2.5d				
Visual Display	**Thumbnails**	**Slide Text**	**Narration / Voice Over**	**Animation / Interaction**
Image will take up the entire screen. Imagery of puzzle pieces representing one complete interview. Each bullet point will be written inside a puzzle piece. Above the graphic, there will be a text box that reads, "Each member of the team should:"		[Title] Determine Roles for the Interview Team [Text] Each member of the team should: - Be present - Have a role in asking questions - Know their role ahead of time	In our organization, multiple team members are often involved in hiring decisions. Each member of the hiring team should be present and have a role in asking questions. Think of the interview like a puzzle. Each member of the hiring team will have one piece of the puzzle; together, it creates a full image of the candidate.	Return button brings you back to the base layer. Next button is hidden until all layers have been visited (and slides 2.6 and 2.7 which are connected to layers b and c, respectively). When it appears, it will take the learner to 2.8.

| Return button (top right of screen) and directions (bottom of screen) will appear timed with VO. | | - Be an expert on their assigned topic

[Buttons]
Return

[Directions]
Select the "Return" button when you are ready to proceed. | Make a plan as to who will have which roles in the interview, dividing the topics by team members. Each team member should come into the interview as an expert on their topic.

Select the "Return" button when you are ready to proceed. | |

Slide: 2.6

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
This slide is hidden from the menu. Custom Continue button will appear on the bottom right after the correct state change and the hint icon will come on screen timed with VO in the top right corner. Text will come on timed with VO. Interview questions will each be in a white rectangle outlined in a company color that has a state change. The correct answer's state change will have a thick green outline and the text will change from		[Title] Organizing Interview Questions [Text **AND** Hint Icon Hover State] Look for questions that are: Open ended Thought-provoking Relevant Key Topics Applicable Clear Unbiased [Buttons] Continue Hint [Directions] Read each set of questions and select the one you think fits the criteria the	Let's practice ranking interview questions based on how effective they are. Look for questions that are: - Open ended - Make the candidate think - Relevant questions that address key topics - Applicable to the job at hand - Clear, and - Unbiased Read each set of questions and choose the one you think fits the	The text will come in timed with VO and disappear when the directions come on. Then, the question set will fade onto the screen in their place (0.5 seconds). Directions appear on screen timed with VO. State changes for each of the button /answers will indicate if the learner is right or wrong. A wrong state change will have a thick red outline and give feedback indicated. A correct state will have a thick green outline and give feedback indicated. A continue button will appear on the bottom right after the correct state change taking the learner to 2.6a

the interview question to feedback when selected. The incorrect answer's state change will have a thick red outline and the text will change from the interview question to feedback when selected. Text will be in black.
 	
There will be a hint icon in the top right corner that will have a hover state giving the learner tips if they get stuck. This will be identical to the hint icon on slide 2.7.
		best. Select the "Continue" button when you're ready to go on.
		
		[Interview Questions]
		
		   1) In your most recent role, was there a time you had to overcome a significant challenge?
		[Incorrect. State Change Text:]
		Try again. This question asks for a yes or no answer. Although it's implied that you want the candidate to elaborate, it's best to ask open-ended questions.
		
		   2) Could you describe a challenge you had to overcome in your last workplace? How did you handle it? [Correct. State Change Text:]
		Correct! This question is clear, open-ended, relevant, unbiased, and related to key workplace skills.
		
		   3) Who was the most challenging person you had to work with in your last role?
		[Incorrect. State change text:]
		This question is not relevant to the current job opening or the candidate's ability to do the job satisfactorily.
			criteria the best. The hint button in the top right corner is available if you get stuck.	(second question set).
				
				There will be a hint icon in the top right hand corner of the screen with the criteria listed in a hover state. The hint button will fade in timed with the directions in the VO.

Slide: 2.6a

Visual Display	Thumbnail	Slide Text	Narration /VO	Animation / Interaction
Develop this slide to be similar visually to 2.6. Continue button will appear after the correct state change and the hint icon will start on screen and remain until end of timeline. Interview questions will each be		[Title] Organizing Interview Questions [Directions] Read the set of questions and select the one you think fits the criteria the best. Select the "Continue" button when you're ready to go on. [Hint Icon Hover State] Look for questions that are:	Great job. Here's another set of questions to try.	Directions start on screen. State changes for each of the button /answers will indicate if the learner is right or wrong. A wrong state change will turn red and give feedback indicated. A correct state change will

| in a white rectangle outlined in a company color that has a state change. The correct answer's state change will have a thick green outline and the text will change from the interview question to feedback when selected. The incorrect answer's state change will have a thick red outline and the text will change from the interview question to feedback when selected. Text will be in black. | Open ended
Thought-provoking
Relevant
Key Topics
Applicable
Clear
Unbiased

[Interview Questions]

   1)   Do you have any disabilities?
[Incorrect. State Change Text:]
Incorrect. This question is inappropriate and violates equal employment opportunity laws.

   2)   Are you able to do the job as it's described? [Incorrect. State Change Text:]
Incorrect. While this question is somewhat better because it's relevant to the actual tasks of the position, the question is vague and doesn't provide any information to the potential employer while still edging around asking outright about disability.

   3)   Are there any accommodations or support you may need to perform job functions? [Correct. State change text:]
If you must ask about a candidate's ability to do the tasks required, this question is the best choice. This question focuses on the essential functions of the job and accommodations necessary for the candidate to succeed in the role, without delving into their medical history. This allows the candidate to discuss any needs they may have in a way that is respectful and maintains their privacy. | | turn green and give feedback indicated.

A continue button will appear after the correct state change taking the learner to 2.6b (third question set).

There will be a hint icon in the top right hand corner of the screen with the criteria listed in a hover state. |

Slide: 2.6b				
Visual Display	**Photo**	**Slide Text**	**Narration / VO**	**Animation / Interaction**
Develop this slide to be similar to 2.6. Return button will appear after		[Title] Organizing Interview Questions [Interview Questions]	Excellent. Here's one last set of questions to	The return button will take you back to the base layer for 2.5.

				rank.	

the correct state change and the hint icon will start on screen and remain until end of timeline.

Text will come on timed with VO.

Interview questions will each be in a white rectangle outlined in a company color that has a state change. The correct answer's state change will have a thick green outline and the text will change from the interview question to feedback when selected. The incorrect answer's state change will have a thick red outline and the text will change from the interview question to feedback when selected. Text will be in black.

Use a white slide with company color borders and insert an image inside the border as background for the slide.

[Button]
Return

[Directions]
Read the set of questions and select the one you think fits the criteria the best.

[Hint Icon Hover State]
Look for questions that are:
Open ended
Thought-provoking
Relevant
Key Topics
Applicable
Clear
Unbiased

[Interview Questions]

1) Can you walk me through a coding project that you completed in Python? What was your role in development? [Correct. State Change Text:]
Yes! This question is clear and open-ended. It is applicable to the open role and provides the candidate an opportunity to talk about their experiences, giving the hiring team information about abilities and problem-solving skills.

2) Did you ever code in Python?
[Incorrect. State change text:]
This question isn't open-ended. Even if a candidate elaborated, it likely wouldn't elicit their knowledge or experience with Python or give the hiring team information about the candidate's skills.

3) What sorts of coding languages have you used?
[Incorrect. State Change Text:]
Incorrect. While this might be a good lead-in question, by itself, it isn't very clear and doesn't give the hiring manager any information about the candidate's expertise and skill.

When the next button is enabled, it will bring you to slide 2.8. Enable the next button when 2.5 a, b, c, d, and 2.6, and 2.7 all visited.

Directions start on screen.

State changes for each of the button /answers will indicate if the learner is right or wrong. A wrong state change will have a thick red outline and give feedback indicated. A correct state change will have a thick green outline and give feedback indicated.

A Return button will appear after the correct state change taking the learner back to 2.5 base layer.

There will be a hint icon in the top right hand corner of the screen with the criteria listed in a hover state.

Slide: 2.7

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction

This slide is hidden from the menu.
 	
Directions will be at the bottom of the screen.
 	
The asked interview question will be in a rectangular box filled with a company color and outlined in a second company color above the character's heads.
 	
Three characters (all female, various ethnicities) will be shown on the screen. Only the top ½ of them will be on the screen, the bottom half will be off screen. They will take up about ⅔ of the height of the screen.
 	
Each character will have a callout shape showing their answer to the question. The callout shape starts out hidden and then shows up when that character is clicked.
 	
When I click the first character, the following things come up:
  - Their callout with the answer to the interview question
  - A text box saying that the learner will type their follow up question in the input box below
  - A text input box
  - A custom submit button
  - A custom "close" button
		[Title]
		Improvising Follow Up Questions
		
		[Hint Icon Hover State]
		Follow up questions should be:
		  - Specific
		  - Clear
		  - Open-ended
		  - Conversational
		
		And help the interviewer:
		  - Obtain more information
		  - Clarify
		  - Dig deeper
		
		[Interview question the characters are responding to]
		Can you describe a time when you had a conflict with a supervisor?
		
		[Character 1 Response]
		I've never had any conflicts with supervisors.
		
		[Character 1 Suggested Response Text Box]
		Thanks for sharing that. When I say 'conflict,' I mean a situation where there was a difference of opinion or a challenge that needed to be resolved. Have you ever faced a situation like that in your professional life?
		
		[Character 2 Response]
		At my previous job, my supervisor and I disagreed with how to move forward on a project. I thought
			Sometimes, we get so stuck in our prepared list that we forget to follow up on something interesting that a candidate says.
			
			Improvisation in an interview setting takes skill and practice. Let's try out some improvisation now to see how it feels.
			
			Click each character to hear their answer to the interview question, "Can you describe a time when you had a conflict with a supervisor?" Type a follow up question in the box below their answer and then click the submit button. Then, compare your answer to the suggested answer in the text box. Consider the benefits and drawbacks of the follow up question you devised.
				Text interaction with a character giving an answer that needs follow up and you type in your response
				
				The return button will take you back to the base layer for 2.5 after all three submit buttons have been visited.
				
				When the next button is enabled, it will bring you to slide 2.8.
				
				Interview question will fade in timed with VO. Hint icon and primary directions will fade in timed with VO. Secondary directions will fade in when the user clicks the first character and then remain on screen.
				
				The character callout shape / speech bubble starts out hidden and then shows up when that character is clicked.
				
				When I click the first character, the following things come up:
				  - Their callout with the answer to the interview question
				  - A text box (secondary directions) saying that the learner will type their follow up question in the input box below
				  - A text input box
				  - A custom submit button
				  - A close button that hides all above
				
				If I was to click on any other character, all five of

If I was to click on any other character, all five of those things would be hidden. After the learner clicks the "submit" button, the learner's answer will be displayed next to a text box with the suggested answer in it. A third text box will appear (tertiary directions) with instructions as to what to do next. There will also be a custom "Close" button which will hide all the buttons, text boxes, input box, and callouts associated with that character. When the learner clicks the "Close" button, that character undergoes a state change to show that they have been visited. This will be the same for each of the three characters. After all the characters have been visited, a return button will appear on the screen that takes the learner back to 2.5 AND the next button will return to normal IF layers 2.5a, b, c, d, and slides 2.6 and 2.7 have all been visited. There will be a hint icon button in the top right of the screen (identical to 2.6) that gives the learner hints on how to write a follow up question.		we needed to do more research and he thought we should move forward quickly. [Character 2 Suggested Response Text Box] That's interesting. Can you describe how you and your supervisor were able to find a compromise that worked for both of you? [Character 3 Response] In one of my previous roles, my supervisor was very hands-off and provided minimal guidance on projects. It was hard to manage because I felt like I was working in a vacuum with no input until the very end when it was sometimes too late to change. [Character 3 Suggested Response Text Box] That sounds like a challenging situation. Can you describe how you approached your supervisor to discuss your concerns and work more collaboratively? [Buttons] Return Close [x3 - one for each character] Hint [Primary Directions] Click each character to see their answer to an interview question. [Secondary Directions] Type the follow up question that you believe would give the most information in the box below, then hit the "Submit" button.		those things would be hidden. After the learner clicks the "submit" button, the learner's answer will be displayed next to a text box with the suggested answer in it. The callout, secondary directions, text input box, and submit button will all be hidden. A third text box (tertiary directions) will appear saying, "How does your follow up question compare with the suggested one? Consider the benefits and drawbacks of the follow up question you devised." There will also be a custom "Close" button which will hide all the buttons, text boxes, input box, and callouts associated with that character. When the learner clicks the "Close" button, that character undergoes a state change to show that they have been visited. This will be the same for each of the three characters. After all the characters have been visited, a return button will appear on the screen that takes the learner back to 2.5 AND the next button will return to normal IF layers 2.5a, b, c, d, and slides 2.6 and 2.7 have all been visited. There will be a hint icon button in the top right of the screen (identical to 2.6) that gives the learner hints on how to write a follow up question.

		[Tertiary Directions] Compare your answer to the suggested answer. How does your follow up question compare with the suggested one? Consider the benefits and drawbacks of the follow up question you devised.		

Slide: 2.8 / Knowledge Check 2

Visual Display	Thumbnail	Slide Text	Narration / Voice Over	Animation / Interaction

Background - theme color
Standard border and title
 	
Directions at bottom.
 	
Question text under title, large, theme colored
		[Title]
		Knowledge Check 2
		Learning Objective 3
		
		[Question Text]
		Here are three possible interview questions that all assess one skill. Drag them so that the most effective question is at the top and the least effective question is at the bottom.
		
		[Interview Questions, ranked from most effective to least effective]
		   1. If you could instantly learn one skill to do this job better, what would it be? Why would it be beneficial?
		   2. What sorts of things do you think you could do better?
		   3. If you were a superhero, who would you be?
		
		[Directions]
		Select the "Submit" button when you have completed your answer.
			It's time to check your understanding again. This Knowledge Check does not impact your final quiz score at the end of the course.
			
			Here are three possible interview questions that all assess one skill. Drag them so that they are in order so that the most effective question is at the top and the least effective question is at the bottom.
			
			Select the submit button when you have completed your answer.
				This is a sequence drag and drop KC.
				
				It is ungraded.
				Learners will have two tries to be successful.
				Feedback by question.
				Answers should be shuffled.
				
				Text will fade on at the start of the timeline and remain on screen.

Slide: 2.8a

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Inxn
A red X with a circle around it, with the word "Incorrect" below it. Built in pop up square with text telling the learner that it is not correct and they should try again. Built in "Try Again" button		[Title] Try Again [Text] That is incorrect. Please try again. [Button] Try Again	Not quite. Click the Try Again button to return to the Knowledge Check.	Click Retry Quiz to return to KC1 and try again.

Slide: 2.8b				
Visual Display	**Thumbnails**	**Slide Text**	**Narration / Voice Over**	**Animation / Inxn**
A green success check mark with a circle around it with the word "Correct" underneath it. Built in pop up square with text telling the learner that it is correct and additional feedback about thinking. Built in Continue Button		[Title] Correct [Text] That's correct. It is important to choose questions that are clear, contribute information as to how a candidate would do this particular job, are relevant, and open-ended. [Button] Continue	Yes! That's correct. It is important to choose questions that are clear, contribute information as to how a candidate would do this particular job, are relevant, and open-ended.	Click Continue to proceed in the course.

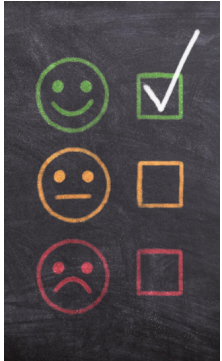| Slide: 2.8c				
Visual Display	**Thumbnails**	**Slide Text**	**Narration / Voice Over**	**Animation / Inxn**
A red X with a circle around		[Title]	I'm sorry. You did not answer correctly.	Click Continue to

it, with the word "Incorrect" below it. Built in pop up square with text telling the learner that it is not correct and feedback about what the correct answer was. Built in Continue Button		Incorrect [Text] You did not select the correct response. When ranking questions, it is important to ensure that the questions are: - Open ended - Make the candidate think - Relevant questions that address key topics - Applicable to the job at hand - Clear, and - Unbiased Asking what superhero a candidate would be is not relevant or applicable to the job. Asking a general question about what a candidate could do better is not specific and clear. Asking about a skill that a candidate would like to learn tells you an area that they would like to grow, is relevant to the job at hand, and clear.	When ranking questions, it is important to ensure that the questions are: - Open ended - Make the candidate think - Relevant questions that address key topics - Applicable to the job at hand - Clear, and - Unbiased Asking what superhero a candidate would be is not relevant or applicable to the job. Asking a general question about what a candidate could do better is not specific and clear. Asking about a skill that a candidate would like to learn tells you an area that they would like to grow, is relevant to the job at hand, and clear.	proceed in the course.

Slide: 2.9 / Assessing Candidate Skills				
Visual Display	**Thumbnails**	**Slide Text**	**Narration / Voice Over**	**Animation / Interaction**

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
This slide will look very similar visually to slide 2.5.

The photo will be left aligned and take up most of the screen (approximately 4/5).

Along the right will be three equal sized rectangles, right aligned spread vertically from top to bottom of the page. The photo and rectangles will cover the entire background. No border will show.

Each rectangle will be a button taking you to a different slide and will have the title of the slide inside. Each rectangle will be a different company color with the titles in white.

Directions at the bottom of the page in a box in Company Color 1 or 2. | | [Title]
Assessing Candidate Skills

[Text]
Take note of:
- Company and industry knowledge
- Body language
- Growth mindset
- Problem solving skills
- Communication skills, and
- Teamwork
Even as you ask questions about other topics.

[Buttons]
Assessing Technical Skills
Assessing Soft Skills
Assessing Business Acumen

[Directions]
Select the buttons to practice assessing candidates in all three areas. | On paper, each of the candidates that you see could be a good fit for our company - the screeners do a great job finding talent that matches the needs of our company. The role of the interview is to find the right person who matches our company culture, the needs of this *specific* role, and who can bring their gifts to our team.

In an interview, you will learn more about the applicant than can be conveyed on their resume, connect with them on a human level, and provide information about the role and our company.

Assessing a candidate is one important task for the interviewing team. Do this by taking note of a candidate's:
- Knowledge about the company
- Body language
- Growth mindset
- Problem solving skills
- Communication skills, and
- Teamwork,
even as you ask questions about other topics.

Select the buttons to practice assessing candidates in all three areas. | Next button is hidden until all layers have been visited.

After all three slides of the branching set up have been visited, the learner will be directed to Layer 2.9a automatically.

Each rectangle will be a button taking you to a different slide.

Clicking on the Technical Skills button will be a trigger taking the learner to Slide 2.10.

Clicking on the Soft Skills button will be a trigger taking the learner to Slide 2.11.

Clicking on the Business Acumen button will be a trigger taking the learner to Slide 2.12.

Each button will have a hover and a visited state.

Disable audio from playing twice. |

Slide: 2.9a

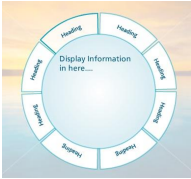| Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction

Base layer shows through, audio only	Base layer	Base layer shows through, audio only	Assessing candidates is a skill, but with practice, you can get better at it with every interview!	The next button will be hidden until the end of the timeline, when it will undergo a state change back to normal, allowing the user to continue. Next button will bring you to Slide 2.13.
			Remember that not all team members are going to have all these skills. We are looking for a diverse group of staff who, together, can accomplish the goals of our company. No one person will check every box on a checklist. Some roles require different skills and traits. By using the list that your team created identifying the vital factors for the role, you can prioritize the things that are necessary and those that either can be trained or let go.	
			Using what you've learned about assessing candidates, you can make an informed decision and find the right fit for the opening.	

Slide: 2.10

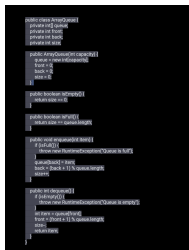| Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
This slide is hidden from the menu. Border will be visible but the video cover will take up the entire screen at the start of the timeline, covering the border. After the video ends on the timeline, the video will disappear (or shrink???) and the drag and drop icons will appear. The drop images can either be a simple table or transparent rectangles set over the icon options shown		[Title] Assessing Technical Skills [Drag Items] - Methodical [Green] - Creative [Green] - Able to break down problems [Green] - Able to see the big picture [Green] - Comfortable [Green] [First set of Directions] Watch the video of an interview in process. As you watch, take note of the candidate's reaction and answer. What signs tell us that this candidate might be a fit in terms of their	Watch the video of an interview in process. As you watch, take note of the candidate's reaction and answer. What signs tell us that this candidate might be a fit in terms of their technical skill? Click anywhere on the video to begin playing. [After watching] Drag the things the candidate did well to the green checkbox and the things that the candidate was	Although this is the base layer, the learner will actually start on Layer 2.12a and will end on the base layer. Next button is disabled until all layers are visited. Next button will appear at the end of the drag and drop interaction and return the learner to Slide 2.9. This is a Drag and Drop interaction based on an embedded video. Answers will be shuffled One attempt No result slide Snap to center of drop area No feedback layers The first directions will play first. The learner will click to watch the video, which will disappear from the screen when it ends, and the Drag and Drop items will appear. At that time, the second set of Directions will also appear on the screen.

Visual Display	Thumbnail	Slide Text	Narration / Voice Over	Animation / Interaction
at right. The drag items will be rounded rectangles filled in with a company color with text taking up most of the rectangle.	👍 👆 👇 ✅ ❌ ❓ 🙂 🙁 😐	technical skill? [Text Hint on incorrect drop state] This candidate was relaxed and comfortable throughout the question, methodically breaking down the problem and able to see the big picture. [Second set of directions; After watching] Drag the things the candidate did well to the green checkbox and the things that the candidate was challenged by to the red checkbox. If you feel like a candidate was neutral for that skill, drag it to the yellow checkbox. Select the submit button in the bottom right when you are finished.	challenged by to the red checkbox.	Each drag item appears one at a time after the learner has dropped the previous item. Each drag item has a correct drop state that turns green and an incorrect drop state that turns red. An incorrect drop state also includes a text hint. A transparent rectangle restricts the learner from beginning before audio has finished. Images and text fade in (0.5 seconds) and remain on screen.

Slide: 2.10a

Visual Display	Thumbnail	Slide Text	Narration / Voice Over	Animation / Interaction
2.10a, 2.11a, and 2.12a should all be similar in design. Title is in a translucent rectangle in Company Color 1 at the top of the screen, aligned left, with the text in white font. Video of someone working on a computer plays as the background to		[Title] Assessing Technical Skills [Text] - What online resources do you use to do your job? - How would you explain [relevant technology] to someone with limited technical skills?	In a technical role, a candidate's technical skills are essential. However, software is constantly changing - and even more important than knowing today's software is a candidate's ability to problem solve and learn the software of tomorrow. Technical questions let you know how much the candidate knows and how they express themselves. If they can communicate clearly and	The learner will begin on this layer. Next button is disabled until all layers are visited. Player navigation is disabled. Continue button takes the learner to Slide 2.10b. The Continue button and directions appear on screen timed with VO. A video of someone working on a computer

the slide throughout the timeline, takes up the entire slide while the text comes over it. Each of the interview questions will come in with a grow animation in the center of the screen and then fade out timed with the VO. Each textbox should be filled with a solid color so that the text is visible and legible on top of the video. Directions (bottom center-left) and Continue button (bottom right) will fade in timed with VO at the bottom of the screen.		- How do you keep your technical skills current? - How do you think tech advances will impact your job? - Tell me how you would solve [relevant problem]? - Here is a one page [flawed] process sheet. Where do you predict problems might occur? [Buttons] Continue [Directions] Select the "Continue" button to go on.	explain their answers, that is a great sign that this is a person who really understands the content. Some general technical questions to ask in an interview might be: - What online resources do you use to do your job? - How would you explain [relevant technology] to someone with limited technical skills? - How do you keep your technical skills current? - How do you think tech advances will impact your job? - Tell me how you would solve [relevant problem]? - Here is a one page [flawed] process sheet. Where do you predict problems might occur? Select the "Continue" button to go on.	will play in the background of the slide throughout the timeline. Text will come in with a grow animation timed with VO and then fade off the screen so that each of the questions is on screen while it's being read.

Slide: 2.10b

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
2.10b, 2.11b, and 2.12b will be similar in design. There will be a circle with 6 shapes on the outside of the circle, similar to the image in the thumbnail using company colors. When the slide timeline begins, the		[Title] Assessing Technical Skills [Text] You are looking for candidates who: - Are methodical - Creative - Break down problems - Accept feedback	During the technical interview, you are looking for candidates who: - Ask questions and are methodical in their answers - Are creative - Break down complex problems into smaller chunks - Accept feedback	Next button is disabled until all layers are visited. Custom Continue button takes the learner to the base layer for Slide 2.10. The Continue button doesn't appear until the end of the timeline. Text will grow into the center circle

text "You are looking for a candidate who is:" will be in the center of the circle.

The bullets will be in the shapes along the edge and when they are mentioned in the VO, they will expand and be displayed in the center circle, then shrink back to the side of the circle.

When the VO reaches the end of the bullets, the next three statements will fade in into the center of the circle, timed with VO and then disappear to make room for the next.

Timed with VO, directions and continue button will appear on screen in the bottom right. | | - Prioritize needs
- See the big picture

Take note of the candidate's comfort level and the rate they answer.

Delve into the candidate's thought process and problem-solving skills.

Pay attention to fit with company culture.

[Buttons]
Continue

[Directions]
Select the "Continue" button to go on. | - Consider prioritization of performance and optimization, and can
- See the big picture

You will also want to take note of how quickly a candidate can answer the questions. Very rehearsed or memorized answers might indicate that someone doesn't know the content well.

Delve into the candidate's thought process and problem solving skills. What are they thinking as they answer questions?

Finally, pay attention to how you feel that they might fit into our company culture.

Select the "continue" button to go on. | timed with V0, then fade off for the next bullet.

Original center text will fade on at start of timeline, then fade off.

Last three statements will fade on into the center circle and fade off. |

Camtasia Video - 1 minute				
Visual Display	**Thumbnails**	**Slide Text**	**Narration / Voice Over**	**Animation / Interaction**
Several people sitting at a meeting table for an interview.

There is a page of Java code on the table.

The interviewer looks comfortable and relaxed | | na | [Interviewer]
This is someone's Java code. Can you explain what they're doing?

[Interviewee]
[looks at sheet]
Sure. The coder is implementing a queue using an array in Java. They're keeping track of two pointers: one to the front of the queue and one at the back in addition to keeping track of the size of the queue.

In this implementation, the enqueue method adds an item to the back of the queue and the dequeue | Passive viewing embedded into slide |

throughout the interaction. Perhaps makes a concentrating face at first while reading the code, but then relaxes when they figure it out.			method removes an item from the front of the queue. The isEmpty and isFull methods check if the queue is empty or full, respectively. The use of the modulus operator (%) ensures that the pointers wrap around to the beginning of the array when they reach the end. [Interviewer] Can you explain that in layman's terms to someone who doesn't code in Java? [Interviewee] Um, sure. A queue is just a line and the code has to tell us how many people are in the line and take someone out from the front and add someone to the back. [Interviewer] When would you use that? [Interviewee] Anytime you have to keep track of the order that someone clicks on things, like for scheduling or any sort of GUI.	

Slide: 2.11

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
This slide is hidden from the menu. The video of the interview question takes up the entire screen at the start of the timeline. After the video has played, it will disappear, to be replaced by an enlarged close up of the candidate with arms	Character from the video (this	[Title] Assessing Soft Skills [Text] [Hover Text] Eyes averted Arms crossed Scowling Attitude toward learning Mouth closed Ankles crossed	Watch the video of an interview in process. As you watch, take note of the candidate's answer, body language, and non-verbal communication. What signs give us clues about the candidate's soft skills? Click the video to start. Select the Next button	Although this is the base layer, the learner will actually start on Layer 2.11a. Next button is disabled until all layers are visited. Next button will appear at the end of the drag and drop interaction and return the learner to Slide 2.9. Directions 1 will come onto the screen at the start of the timeline and then fade off when the video

crossed, eyes averted, and scowling. A callout shape with an answer to a question will show next to them. Two icons will act as drop states. Cover each with a transparent circle so that the circle becomes the drop state to make for more consistent drops. The drop states will be to the right of the character. To the left of the character, create six shapes, filled with a company color and labeled with the drag labels. These should be identical in size and shape. They will have hover, correct drop, and incorrect drop states. Once all the drag items have been dropped, the next button will appear on the bottom right of the screen and Directions 3 text will appear on the bottom of the screen.	is an example from Storyline) that has arms crossed, eyes averted, scowling ⊙ ✖ Worth Noting / Not Worth Noting	[Directions 1] Watch the video of an interview in process. As you watch, take note of the candidate's answer, body language, and non-verbal communication. What signs give us clues about the candidate's soft skills? Click the video to start. [Directions 2] Drag the clues to one of the two icons. Drag it to the exclamation point if you feel it is worth noting the clue and to the X icon if you feel it is not worth noting. [Callout Text] I just think that once you know how to do your job, there's no need to keep stressing about it. You can just keep doing what you're doing and you'll be fine. [State Change Text] [Eyes averted] [correct:] A candidate who has trouble making eye contact may simply be nervous or uncomfortable. Use this clue in conjunction with others to evaluate whether or not a candidate has trouble interacting with people. [incorrect:] Eye contact can tell you a lot about a candidate's confidence and warmth. [Arms Crossed] [correct:] There are many reasons that a candidate might have their arms crossed. However, we can use this as a clue combined with others that informs us that this candidate is less than comfortable. Their non-verbal body language is telling the interview team that they are closed off. [incorrect:] Non-verbal body language tells us a lot about a person's non-conscious thoughts. [Scowling:] [correct:] While some people do make an angry face while thinking or concentrating, in conjunction with other clues, facial expressions can tell us a lot about what a person is thinking or feeling. Someone who looks angry or defensive	when you have finished.	begins. This is a Drag and Drop interaction based on an embedded video. Answers will be shuffled One attempt No result slide Snap to center of drop area No feedback layers The learner will click on the video to start it. Once it has finished, it will disappear and a still shot of the interviewee looking uncomfortable will appear on the screen.There will be a callout shape with their answer to the question in it. At that time, Directions 2 will also appear on the screen. 6 shapes will appear next to the image labeled with the drag labels. 2 drop icons will appear on the screen. Learners will drag the labeled shapes onto one or the other drop icon. A correct drop will have a correct drop state that has a green check mark and a piece of text that explains why that clue is worth looking at. An incorrect drop will have an incorrect drop state with a

| | | in an interview might have challenges communicating with others.

[incorrect:] Reading facial expressions can give us a lot of information about what a person is thinking.

[Mouth open]
[correct]
A candidate's open mouth doesn't give us information - unless it is matched with an odd behavior, like yelling.

[incorrect]
A candidate's open mouth doesn't give us information - unless it is matched with an odd behavior, like yelling.

[Ankles crossed]
[correct]
Many people sit with ankles crossed. This isn't body language you need to pay attention to.

[incorrect]
Many people sit with ankles crossed. This isn't body language you need to pay attention to.

[Attitude toward learning]
[correct]
In a fast-paced technical world, we need people who are interested in lifelong growth and learning.

[incorrect]
In a fast-paced technical world, we need people who are interested in lifelong growth and learning.

[Directions 2]
Select the "Next" button when you are finished. | | red X and a piece of text that explains why that clue doesn't merit attention.

Once the last drop item has been dropped, the next button appears and directions 3 fade on the screen.. |

Slide: 2.11a

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
2.10a, 2.11a, and 2.12a should all be similar in design. Video of people at work conversing takes up the entire slide and is playing in the background while text comes over it. The list of soft skills will fade in timed with VO and then fade off screen as the interview questions begin. Each of the interview questions will come in with a grow animation in the center of the screen and then fade out timed with the VO. Each textbox should be filled with a solid color so that the text is visible and legible on top of the video. Directions and Continue button will fade in timed with VO at the bottom of the screen.		[Title] Assessing Soft Skills [Text] Soft skills include a candidate's: Communication skills Teamwork Leadership Organization Self-management Attitude toward learning Adaptability Critical thinking Work ethic - How would you explain this term to someone from a different discipline? - What would you do if a team member disagreed with your directions? - Tell me about a time when a project's priorities changed suddenly and you had to adapt. - If you spotted a mistake in a report but your manager wasn't available, what would you do? - If you discovered your supervisor was breaking the company's code of conduct, what would you do? [Buttons] Continue [Directions] Select the "Continue" button when you are ready to proceed.	Soft skills include a candidate's: - Communication skills - Teamwork - Leadership - Organization - Self-management - Attitude toward learning - Adaptability - Critical thinking, and - Work ethic These skills were once neglected during interviews. However, we now understand that these are factors that can greatly influence the success of a new hire and are essential for the job. Questions you can use to assess soft skills include: - How would you explain this term to someone from a different discipline? - What would you do if a team member disagreed with your directions? - Tell me about a time when a project's priorities changed suddenly and you had to adapt. - If you spotted a mistake in a report but your manager wasn't available, what would you do? - If you discovered your supervisor was breaking the company's code of conduct, what would you do? Select the "Continue" button when you are ready to proceed.	The learner will begin on this layer. Next button is disabled until all layers are visited. Next button will appear at the end of the interaction and return the learner to Slide 2.9. Text will come in timed with VO.

Slide: 2.11b

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
2.10b, 2.11b, and 2.12b will be similar in design. There will be a circle with 5 shapes on the outside of the circle, similar to (but not exactly like) the image in the thumbnail using company colors. When the slide timeline begins, the text "It is essential to account for:" will be in the center of the circle. The bullets will be in the shapes along the edge and when they are mentioned in the VO, they will expand and be displayed in the center circle, then shrink back to the side of the circle. Timed with VO, directions (bottom center-left) and continue (bottom right) button will fade on screen.		[Title] Assessing Soft Skills [Text] It is essential to account for: Hidden bias Selective memory People like us 15 /30 seconds Objective method [Buttons] Continue [Directions] Select the "Continue" button when you are ready to proceed.	We often think we are great at evaluating soft skills, but our hidden biases and selective memories often get in the way. We tend to like people who are like us. Research shows that the first 15 seconds and the last 30 seconds of an interview often determine what we think of the person - no matter what happens in between. What's more, a candidate's behavior in an interview might not represent their normal behavior due to nerves or rehearsal. Considering how to evaluate these skills in an objective way throughout an interview is an important step to successfully hiring the best candidate. By agreeing to a predefined list of questions and follow up questions and a rating system that each interviewer can use to discuss candidate soft skills after the interview, you can minimize these biases.	Submit button is hidden until all layers are visited. Next button is hidden. Continue button takes the learner to the base layer for Slide 2.11. The Continue button doesn't appear until the end of the timeline. Text will grow into the center circle timed with V0, then fade off for the next bullet. Original center text will fade on at start of timeline, then fade off.

Camtasia Video - 1 minute

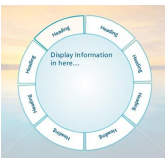| Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Inxn
Several people		n/a	Interviewer: Can you tell me about a time when you took the initiative to learn something new?	Passive viewing

in a meeting room for an interview.			Candidate: I worked hard in college and learned everything I need to know to do my job. Interviewer: I see. Well, our company values continuous learning and growth, so it's important for our employees to be open to expanding their knowledge and skills. Can you explain more about what you mean? Candidate: I just think that once you know how to do your job, there's no need to keep stressing about it. You can just keep doing what you're doing and you'll be fine. Interviewer: I understand. However, the industry that we're in is constantly evolving and new technologies are being introduced all the time. It's important for our employees to stay up to date with these changes in order to remain competitive. Would you be willing to continue learning and growing in your role here? Candidate: I could try, but I just want to do my job and go home. Interviewer: Thank you for your honesty.	embedded into slide

Slide: 2.12				
Visual Display	**Thumbnail**	**Slide Text**	**Narration / Voice Over**	**Animation / Interaction**
This slide is hidden from the menu. The embedded video will take up the entire screen at the start of the timeline. Instructions will come in via audio and the learner can click to start the video playing. After the video plays, it will fade off screen to reveal the matching question under it.		[Title] Assessing Business Acumen [Candidate statements] 1. I just needed to estimate the best that I could and make an educated guess so that we could move forward 2. I would definitely talk to other people with more experience in the industry rather than trying to estimate the variables on my own with my team 3. leave a budget cushion 4. be more upfront with the client about the way I was making my estimates and changes along the way so that there weren't any surprises	Watch the video of an interview in process. As you watch, take note of the candidate's answer. What important information do we learn about in terms of this candidate's business acumen? [After watching] What did we learn about this candidate from their answer?	Although this is the base layer, the learner will actually start on Layer 2.12a and will end on the base layer. Submit button is disabled until all layers are visited. Submit button will appear at the end of the matching interaction and take the learner to either the success or failure layers. This is a matching drag and drop question. There will only be one attempt for this

The directions will be written where the question would go in large letters, left aligned at the top of the screen.
 	
The matching blocks should take up most of the screen.
 	
Slide background is a company color.
		[Matching answers]
		  1. Business acumen: understanding timeline
		  2. Business acumen and soft skills: Networking to leverage industry experts
		  3. Business acumen: understanding the importance of budgeting
		  4. Business acumen and soft skills: communication with client
		
		[Directions]
		Look at the candidate's statements on the left and match them to the information we learn about the candidate on the right.
		
		Select the "Submit" button when you are finished.
			Look at the candidate's statements on the left and match it to the information we learn about the candidate on the right.
			
			Select the "submit" button when you are finished.
				learning opportunity (it is not a KC).
				Feedback by question
				Shuffle answers
				No results slide
				
				The learner will watch the video which will fade out after ending on the timeline, leaving the matching question on the screen with the directions.

Slide: 2.12a

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction

2.10a, 2.11a, and 2.12a should all be similar in design.
 	
Video depicting some sort of business acumen (displayed at right is budgeting) takes up the entire slide and is playing in the background while text comes over it.
 	
Each of the interview questions will come in with a grow animation in the center of the
		[Title]
		Assessing Business Acumen
		
		[Buttons]
		Continue
		
		[Text]
		Questions you might ask include:
		  - Tell me about a time you went over budget. How did you handle it?
		  - Tell me about a time that you had trouble getting a project approved. How did you approach moving forward?
		  - As a new employee, how would you go about learning about how our organization works?
		  - If you were to start a new department from
			In our business, it's imperative that we find team members who can understand and work within our business model in a competitive industry. Being commercially aware and savvy enough to manage strategic business is important. This includes staying within budget, going through an appropriate approval process, and understanding the work in a larger context.
			
			Including several questions about business acumen can be an important strategy to find someone who can be a strong attribute to our company.
			
			Questions you might ask include:
			  - Tell me about a time you went over budget. How did you handle it?
			  - Tell me about a time that you had trouble getting a project approved. How did you approach moving forward?
				The learner will begin on this layer.
				
				Submit button is hidden until all layers are visited. Next button is hidden.
				
				Continue button takes the learner to Slide 2.12b. The Continue button doesn't appear until the end of the timeline.
				
				Text will come in timed with VO

screen and then fade out timed with the VO. Each textbox should be filled with a solid theme color so that the text is visible and legible on top of the video.		scratch, what would be the first aspects you'd consider? - What role does 'corporate culture' play in the success of a company? - It's 4:30 on a Friday afternoon. Your supervisor gives you an assignment that needs to be finished by 8:00 Monday morning. You have already made plans to be away the entire weekend. What would you do? - Describe the workload at your current position. How do you feel about it? What would you change about it, if you could? - Who are our main competitors and what do you see as the pros and cons of their products? [Directions] Select the "Continue" button when you are ready to proceed.	- As a new employee, how would you go about learning about how our organization works? - If you were to start a new department from scratch, what would be the first aspects you'd consider? - What role does 'corporate culture' play in the success of a company? - It's 4:30 on a Friday afternoon. Your supervisor gives you an assignment that needs to be finished by 8:00 Monday morning. You have already made plans to be away the entire weekend. What would you do? - Describe the workload at your current position. How do you feel about it? What would you change about it, if you could? - Who are our main competitors and what do you see as the pros and cons of their products? Select the "Continue" button when you are ready to proceed.	

Slide: 2.12b

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
2.10b, 2.11b, and 2.12b will be similar in design. There will be a circle with 3 shapes on the outside of the circle, similar to (but not exactly like) the image in the thumbnail using company colors.		[Title] Assessing Business Acumen [Text] Look for a candidate that: - Is knowledgeable about the industry	Look for a candidate that feels comfortable and knowledgeable about the industry and their role within it. Look for someone who understands the importance of understanding the company structure and how to work within it.	Submit button is hidden until all layers are visited. Next button is hidden. Continue button takes the learner to the base layer for Slide 2.12. The Continue button doesn't appear until the end of the timeline.

When the slide timeline begins, the text "Look for a candidate that:" will be in the center of the circle. The bullets will be in the shapes along the edge and when they are mentioned in the VO, they will expand and be displayed in the center circle, then shrink back to the side of the circle. Timed with VO, directions and continue button will appear on screen.		- Understands company structure - Works within company guidelines [Buttons] Continue [Directions] Select the "Continue" button when you are ready to proceed.	Mix up situational, behavioral, and general questions that can give you a sense of the candidate in the role. Select the "Continue" button when you are ready to proceed.	Text will grow into the center circle timed with V0, then fade off for the next bullet. Original center text will fade on at start of timeline, then fade off.

Slide: 2.12c

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Inxn
A green success check mark with a circle around it with the word "Correct" underneath it. Built in pop up square with text telling the learner that it is correct and additional feedback about thinking. Built in Continue Button		[Title] Correct [Text] That's correct.We can learn a lot about both soft skills and business acumen from these statements. Select the "Continue" button to proceed. [Button] Continue	Yes! That's correct.We can learn a lot about both soft skills and business acumen from these statements. Select the "Continue" button to proceed.	Click Continue to proceed in the course. The Continue button will return the learner to slide 2.9

Slide: 2.12d

Visual Display	Thumbnail	Slide Text	Narration / Voice Over	Animation / Inxn

A red X with a circle around it, with the word "Incorrect" below it. Built in pop up square with text telling the learner that it is not correct and feedback about what the correct answer was. Built in Continue Button		[Title] Incorrect [Text] You did not select the correct response. If a candidate tells you that they understand the need to move forward, they display an understanding of the timeline. Networking and leveraging industry experts to make estimates shows an understanding of working with people and how the industry works. Leaving a budget cushion shows an understanding of planning and estimating cost accurately. Finally, communicating with a client shows that the candidate understands the importance of the client relationship and business. Select the "Continue" button to proceed.	I'm sorry. You did not answer correctly. If a candidate tells you that they understand the need to move forward, they display an understanding of the timeline. Networking and leveraging industry experts to make estimates shows an understanding of working with people and how the industry works. Leaving a budget cushion shows an understanding of planning and estimating cost accurately. Finally, communicating with a client shows that the candidate understands the importance of the client relationship and business. Select the "Continue" button to proceed.	Click Continue to proceed in the course. The Continue button will return the learner to slide 2.9. .

Camtasia Video - 1 minute				
Visual Display	**Thumbnail**	**Slide Text**	**Narration / Voice Over**	**Animation / Inxn**
Several people in a meeting room for an interview.		None	[Interviewer] Tell me about a time you had to make a decision with incomplete information. [Interviewee] Hmm. In my last job I was in charge of a project that had never been done before and it couldn't get started until we had a budget approved. But, there were all kinds of variables that we had no idea about - some of them we didn't even know existed and others we didn't know which way they were going to land. It ended up that I just needed to estimate the best that I could and make an educated guess so that we could move forward because there just wasn't enough information available. [Interviewer] How did that turn out? [Interviewee] Well, it turned out that I underestimated and we ran out of budget about ¾ of the way through our project. No one was happy about it, but there wasn't much I could have predicted differently. That said, I learned my lesson and now always make sure to add a padding when there are unknowns to account for.	Passive viewing embedded into slide

		[Interviewer] How would you handle that project estimate now? [Interviewee] Well, I would definitely talk to other people with more experience in the industry rather than trying to estimate the variables on my own with my team, leave a budget cushion, and be more upfront with the client about the way I was making my estimates and changes along the way so that there weren't any surprises further in.	

Slide: 2.13 / Knowledge Check 3

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Inxn
Background - theme color Standard border and title Directions at bottom. Question text under title, large, theme colored		[Title] Knowledge Check 3 Learning Objective 4 [Question] Select the strategies that would allow you to effectively assess candidate skills in an interview setting. Select as many as are true. [Choices] - Ask a variety of questions that assess different skills. [Correct] - Take notes and rate skills throughout the interview to compare with other interviewers. [Correct] - Ask extremely difficult questions to see how your candidate reacts. - Watch for non-verbal communication from the candidate. [Correct] [Directions] Select the "Submit" button when you are finished.	Let's check your understanding one more time.This Knowledge Check does not impact your final quiz score at the end of the course. Select the strategies that would allow you to effectively assess candidate skills in an interview setting. Select as many as are true. Select the "Submit" button when you are finished.	This is a multiple response question. - Feedback by question - Shuffle answers - 2 attempts No next button, just a submit button.

Slide: 2.13a

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
A red X with a circle around it, with the word "Incorrect" below it. Built in pop up square with text telling the learner that it is not correct and they should try again. Built in "Try Again" button		[Title] Try Again [Text] That is incorrect. Please try again. [Button] Try Again	Not quite. Select the Try Again button to return to the Knowledge Check.	Click Retry Quiz to return to KC1 and try again.

Slide: 2.13b

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Inxn
A green success check mark with a circle around it with the word "Correct" underneath it. Built in pop up square with text telling the learner that it is correct and additional feedback about thinking. Built in Continue Button		[Title] Correct [Text] That's correct. Asking questions that don't align with the purpose of finding the best candidate to do this job isn't the best tactic. We want to make the candidate feel comfortable while assessing their skills with a variety of questions. Throughout the interview, watch for non-verbal communication, take notes, and rate skills so that you can discuss the candidate's strengths and weaknesses with the other interviewers after the interview is complete. Select the "Continue" button to proceed in the course. [Button] Continue	Right! Asking questions that don't align with the purpose of finding the best candidate to do this job isn't the best tactic. We want to make the candidate feel comfortable while assessing their skills with a variety of questions. Throughout the interview, watch for non-verbal communication, take notes, and rate skills so that you can discuss the candidate's strengths and weaknesses with the other interviewers after the interview is complete. Select Continue to proceed in the course.	Click Continue to proceed in the course.

Slide: 2.13c

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Inxn
A red X with a circle around it, with the word "Incorrect" below it. Built in pop up square with text telling the learner that it is not correct and feedback about what the correct answer was. Built in Continue Button		[Title] Incorrect [Text] You did not select the correct response. Asking difficult questions that don't align with the purpose of finding the best candidate to do this job isn't the best tactic. We want to make the candidate feel comfortable while assessing their skills with a variety of questions. Throughout the interview, watch for non-verbal communication, take notes, and rate skills so that you can discuss the candidate's strengths and weaknesses with the other interviewers after the interview is complete. [Button] Continue	I'm sorry. You did not select the correct response. Asking difficult questions that don't align with the purpose of finding the best candidate to do this job isn't the best tactic. We want to make the candidate feel comfortable while assessing their skills with a variety of questions. Throughout the interview, watch for non-verbal communication, take notes, and rate skills so that you can discuss the candidate's strengths and weaknesses with the other interviewers after the interview is complete. Select the "Continue" button to proceed in the course.	Click Continue to proceed in the course.

Slide: 2.14 Summary

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
Border, themed background color Introductory text in larger, themed color, under the title, aligned left. Directions fade on		[Title] Summary [Text] In this course, you learned that: 1) An efficient interview process that prioritizes the end goal of hiring the best candidate includes pre-interview planning, screening, a timely interview process,	In this course, you learned that: 1) An efficient interview process that prioritizes the end goal of hiring the best candidate includes pre-interview planning, screening, a timely interview process, following up with a candidate, extending an offer, and informing other candidates.	Title will begin on the screen and remain on the screen throughout the timeline. The introduction text will fade on at the start of the timeline and remain on screen throughout the timeline. Each numbered point will fade on and

		following up with a candidate, extending an offer, and informing other candidates.	2) Five important steps to prepare for an interview are to articulate the need and requirement for the role, organize and train a hiring team, develop effective interview questions, create a hiring plan, and search for and screen candidates.	off timed with VO.
timed with VO at the bottom of the screen.		2) Five important steps to prepare for an interview are to articulate the need and requirement for the role, organize and train a hiring team, develop effective interview questions, create a hiring plan, and search for and screen candidates.	3) Sorting interview questions by strength and identified key features can limit and organize the interview, and	Directions fade on timed with VO at the bottom of the screen.
		3) Sorting interview questions by strength and identified key features can limit and organize the interview, and	4) Using a planned interview process, follow-up questions, non-verbal body language, and planned rating systems within the interview are effective ways to assess candidate skills in an interview setting.	Next button will be disabled at the start of timeline and change to a normal state at the end of the timeline.
		4) Using a planned interview process, follow-up questions, non-verbal body language, and planned rating systems within the interview are effective ways to assess candidate skills in an interview setting..		
		[Directions] Select the "Next" button to continue.	Select the next button to continue.	

Slide: 3.1 / Quiz				
Visual Display	**Thumbnails**	**Slide Text**	**Narration / Voice Over**	**Animation / Interaction**
This slide will be visually similar to the welcome slide, 1.1. A 30-second video will play on loop as the background for the slide. The video will include imagery depicting an interview. A text box will cover much of the screen with the text in it. Start Quiz button will be on the bottom right of the screen.		[Title] Quiz [Text] This quiz contains five questions. You must achieve a score of four out of five (80%) in order to pass. You will have as many attempts as needed to pass the quiz. [Directions] Select the "Start Quiz "button when you are ready to begin.	You have reached the end of the course. Now, it is time to show what you learned. This quiz contains five questions. You must achieve a score of four out of five (80%) in order to pass. You will have as many attempts as needed to pass the quiz. Select the Start Quiz button when you are ready to begin.	All text and textbox will fade on to the screen. The "Start Quiz" button will be a trigger to take the learner to 3.2. Player navigation features are disabled for this slide.

Slide: 3.2

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction

This slide is hidden from the menu.
 	
Background will be a theme color, title in a banner at the top left of the slide.
Border visible.
 	
Question will be aligned left at the top of the page in a theme color and in larger font, similar to the KC.
 	
Answers will take up most of the screen.
 	
Directions will be at the bottom, center-left of the screen.
		[Title]
		Question 1
		Learning Objective 1
		
		[Question]
		Place the steps to an efficient interview in order.
		
		[Answers]
		   1. Pre-interview planning
		   2. Screening
		   3. Interview
		   4. Follow up
		   5. Extend an offer
		   6. Contact other candidates
		
		[Directions]
		Select the "Submit" button when you have finished.
			Place the steps to an efficient interview process in order.
			
			Select the Submit button when you have finished.
				Learner will select an answer and then click the submit button.
				
				Disable the audio from playing a second time.
				
				This is a multiple choice graded question.
				
				No feedback
				Shuffle answers
				Score by question
				1 attempt

Slide: 3.2a

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
Base layer should be visible, not dimmed. Rounded rectangle with the text should take up maximum space without covering text.		[Title] Review [Text] The process begins with thorough pre-interview planning, a search and screening of possible candidates, the interview, following up with the candidate, extending an offer, and contacting other candidates.	None	None Next button is enabled to proceed to the next question.

Slide: 3.3				
Visual Display	**Thumbnails**	**Slide Text**	**Narration / Voice Over**	**Animation / Interaction**

This slide is hidden from the menu.
 	
Background will be a theme color, title in a banner at the top left of the slide.
Border visible.
 	
Question will be aligned left at the top of the page in a theme color and in larger font, similar to the KC.
 	
Answers will take up most of the screen.
 	
Directions will be at the bottom, center-left of the screen.
		[Title]
		Question 2
		Learning Objective 2
		
		[Question]
		Select the steps that are involved in pre-interview planning. Select as many as are correct.
		
		[Answers]
		    a. Organize and train a hiring team [correct]
		    b. Compare different positions that are open in the company
		    c. Create a hiring plan [correct]
		    d. Search for and screen candidates [correct]
		    e. Create built in delays to ensure good decisions
		    f. Articulate the need [correct]
		    g. Develop effective interview questions [correct]
		    h. Ensure interview questions are sufficiently difficult to stump candidates
		
		[Directions]
		Select the "Submit" button when you have finished.
			Select the steps that are involved in pre-interview planning. Select as many as are correct.
			
			Select the "Submit" button when you have finished.
				Learner will select an answer and then click the submit button.
				
				Disable the audio from playing a second time.
				
				This is a multiple response graded question.
				No feedback
				Shuffle answers
				Score by question
				1 attempt

Slide: 3.3a				
Visual Display	**Thumbnail**	**Slide Text**	**Narration / Voice Over**	**Animation / Interaction**
Base layer should be visible, not dimmed.		[Title] Review	None	None

Rounded rectangle with the text should take up maximum space without covering text.		[Text] Pre-interview planning consists of articulating the hiring need completely, organizing and training the hiring team, developing a hiring plan, developing effective interview questions, and searching forand screening possible candidates.		

Slide: 3.4				
Visual Display	**Thumbnail**	**Slide Text**	**Narration / Voice Over**	**Animation / Interaction**

This slide is hidden from the menu.
 	
Background will be a theme color, title in a banner at the top left of the slide.
Border visible.
 	
Question will be aligned left at the top of the page in a theme color and in larger font, similar to the KC.
 	
Answers will take up most of the screen.
 	
Directions will be at the bottom, center-left of the screen.
 	
5 Rounded rectangle squares in a theme color will be labeled with the core competencies directly under the question, arranged horizontally across the top of the slide.
 	
Underneath these, centered on the screen, will be rounded rectangles with the interview questions labeled inside them.
		[Title]
		Question 3
		Learning Objective 3
		
		[Question]
		Below, you will see five core competencies needed for an open position. Drag each interview question into the appropriate core competency to start organizing the flow of the interview.
		
		[Core Competencies]
		Data management
		Creative thinking
		Coding
		Professionalism
		Attention to detail
		
		[Answers]
		   1. Can you give me an example where you used innovative thinking to eliminate frustration with a product? [creative thinking]
		   2. How have you handled data inconsistencies in the past? [Data management]
		   3. Tell me about a time you had to address a problematic behavior from a coworker. [Professionalism]
		   4. Explain how you would reverse a string in Java. [coding]
			Below, you will see five core competencies needed for an open position. Drag each interview question into the appropriate core competency to start organizing the flow of the interview.
			
			Select the "Submit" button when you have finished.
				Learner will select an answer and then click the submit button.
				
				Disable the audio from playing a second time.
				
				This is a custom freeform Drag and Drop graded question.
				
				Learners will interview questions, in boxes, to the 5 core competencies, in boxes.
				
				No feedback
				Shuffle the answers
				Reveal items one at a time
				Snap dropped items to target (snap to center)
				Return item to start point if dropped outside

Each of them will be a second theme color, set to 50% transparency so that the competency squares will be visible through them as the learner is dragging and dropping them in the question.		5. Can you tell me what a binary tree is and when it might be used? [coding] 6. When have you taken an existing process and created a way to make it better? [Creativity] 7. What methods do you use to check for quality, especially when you have to meet tight deadlines? [attention to detail] [Directions] Select the "Submit" button when you have finished.		any drop target Set the state of each interview question rectangle to hidden when it is dropped on any target.

Slide: 3.4a

Visual Display	Thumbnails	Slide Text	Narration / VO	Animation / Interaction
Base layer should be visible, not dimmed. Rounded rectangle with the text should take up maximum space without covering text.		Use key words in the questions to help you sort and organize them into categories. If a question uses the word, "create," it likely has something to do with creativity or if it's the word, "data," it is likely to relate to how someone uses or collects data. Rating professionalism can be a little more difficult to explore, but it is doable with questions about past behavior in difficult situations. Asking a candidate how they ensure quality is a great way to ask a question about attention to detail.	None	None

Slide: 3.5

Visual Display	Thumbnails	Slide Text	Narration / VO	Animation / Inxn
This slide is hidden from the menu. Background will be a theme color, title in a banner at the top left of the slide. Border visible.		[Title] Question 4 Learning Objective 4 [Question] Which answer should be rated highest in terms of assessing a candidate's soft skills for a position that works in teams directly with clients?	Which answer should be rated highest in terms of assessing a candidate's soft skills for a position that works in teams directly with clients?	Learner will select an answer and then click the submit button. Disable the audio from playing a

| Question will be aligned left at the top of the page in a theme color and in larger font, similar to the KC.

Answers will take up most of the screen.

Directions will be at the bottom, center-left of the screen. | | [Answers]
  a. I enjoy figuring out what someone is really looking for by asking questions and listening to answers. I get a lot of energy from bouncing ideas off people to see where they go and what reactions they elicit. [1]
  b. I have good communication skills and enjoy being able to problem solve by telling a customer the best solution. [2]
  c. I prefer to work without input or distractions. [3]

[Directions]
Select the "Submit" button when you have finished. | Select the "Submit" button when you have finished. | second time.

This is a sequence drag and drop graded question.

No feedback
Score by question
1 attempt |

Slide: 3.5a

Visual Display	Thumbnails	Slide Text	Narration / VO	Animation / Inxn
Base layer should be visible, not dimmed. Rounded rectangle with the text should take up maximum space without covering text.		Because this is a position that works with both teams and has client contact, we need a candidate that enjoys working with people and who listens to client needs, as opposed to one who tells a client how it should be.	None	None

Slide: 3.6

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
This slide is hidden from the menu. Background will be a theme color, title in a banner at the top left of the slide.		[Title] Question 5 Learning Objective 4 [Question] Which answer gives you insight into the strength of a candidate's	Which answer gives you insight into the strength of a candidate's business acumen? Select the "Submit"	Learner will select an answer and then click the submit button. Disable the audio from playing a second time.

| Border visible.

Question will be aligned left at the top of the page in a theme color and in larger font, similar to the KC.

Answers will take up most of the screen.

Directions will be at the bottom, center-left of the screen. | | business acumen?

[Answers]
   a. I don't like to consider the budget. [correct]
   b. I enjoy working with others.
   c. When I code, I like to lay it all out on index cards and move them around to lay out my thinking.
   d. Graphic design is an essential component of creating a usable customer interface.

[Directions]
Select the "Submit" button when you have finished. | button when you have finished. | This is a multiple choice graded question.

No feedback
Shuffle answers
Score by question
1 attempt |

Slide: 3.6a

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
Base layer should be visible, not dimmed. Rounded rectangle with the text should take up maximum space without covering text.		Although each of these answers give us interesting information about a candidate, only one directly relates to a candidate's business acumen. Remember: business acumen refers to a candidate's industry and company knowledge, ability to stay within budget, and knowledge and ability to work within company structures.	None	None

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Slide: 3.7

Visual Display	Thumbnail	Slide Text	Narration / Voice Over	Animation / Interaction
This slide is hidden from the menu. Theme, borders, title, from master Background theme color		[Results]	None	Player navigation buttons are disabled. Learner will not actually see this base layer - they will proceed to 3.8a if they achieved 80%

				or higher on the quiz and 3.8b if they scored lower than 80%.
Gives score in percent only and shows the percent needed to pass. Custom buttons to "Review Quiz," or "Continue." Player navigation buttons are disabled. Background will be a theme color, title in a banner at the top left of the slide. Border visible.				

Slide: 3.7a

Visual Display	Thumbnail	Slide Text	Narration / Voice Over	Animation / Interaction
Green success check mark next to "Congratulations, you passed!" Gives score in percent only and shows the percent needed to pass. Custom buttons to "Review Quiz," or "Continue." Player navigation buttons are disabled.		Congratulations, you passed! Your score: __% Passing score: 80% [Buttons] Review Quiz Continue [Directions] Select the "Review Quiz" button to review the quiz, or the "Continue" button to go on.	Congratulations, you have passed the quiz. Your score is shown on the screen. Select the "Review Quiz" button to review the quiz, or the "Continue" button to go on.	Player navigation buttons are disabled. Disable audio from playing twice. Custom buttons will take learners to the appropriate slide: - Review Quiz button brings them to the review layers of the quiz questions. - Continue button brings them to slide 4.1

Slide: 3.7b

Visual Display	Thumbnails	Slide Text	Narration / Voice Over	Animation / Interaction
[Buttons] Custom "Review Quiz" and "Retry Quiz" buttons		Sorry, you didn't pass. Please try again by selecting the "Retry Quiz" button. You can also click "Review Quiz" to have the questions explained before you begin.	Sorry, you didn't pass. Please try again by selecting the "Retry Quiz" button. You can also select"Review Quiz" to have the	Player navigation buttons are disabled. Disable audio from playing twice. Custom buttons will take learners to the appropriate slide:

| | | Your score: __%
Passing score: 80%

[Buttons]
Review Quiz
Retry Quiz

[Directions]
Select the "Retry Quiz" button to retake the quiz or the "Review Quiz" button to review the quiz before moving on. | questions explained before you begin. | - Review Quiz button brings them to the review layers of the quiz questions.
- Retake quiz button resets the quiz scores and returns them to 3.2. |

Slide: 4.1 / Congratulations!

Visual Display	Thumbnail	Slide Text	Narration / Voice Over	Animation / Interaction
Similar visually to the Welcome slide. 30-second looping video from SL content library showing a desk shot from a meeting is the background, taking up the entire slide. The text, "Congratulations! You have completed the course," will be in a text box above the title and logo. This will have smaller font than the title, but be visually distinct. Rounded rectangle in one of the company colors is on the top third of the screen, approximately ⅓ of the way across the screen from the left. The company logo is inside the rounded rectangle. The title of the course will be in a semi-transparent rectangle next to the logo, taking up the remainder of the horizontal distance across the screen. Custom "Exit Course" button will be a rounded rectangle in company colors with white text and will appear near the bottom right of the screen.		Congratulations! You have completed: Finding and Hiring the Right Technical Team [button] Exit Course	Congratulations! You have completed the course, "Finding and Hiring the Right Technical Team." Over the next week, brainstorm with your hiring team about how to implement what you've learned about preparing for your next interview. Select the "Exit Course" button to submit your completion information.	Custom button to exit course, player navigation buttons disabled. Images and text fade in (0.75 seconds) and remain on screen.