E-Learning Practicum Project Summary of Work Accomplished

Content and Purpose

Conducting Effective Interviews is a 15–20 minute asynchronous e-learning course developed for hiring managers at Jubilant HollisterStier. The course is designed to help new or infrequent interviewers build confidence, reduce legal risk, and promote more consistent, effective interviews. It focuses on structured behavioral interviewing techniques, legal considerations, crafting job-relevant questions, and documenting interviews appropriately. This course is part of a larger initiative to improve hiring practices and manager readiness.

Audience

The course is intended for supervisors and managers in manufacturing, quality, and support departments who are either new to interviewing or only conduct interviews occasionally. Most learners have limited formal training in interviewing and varying degrees of familiarity with employment law.

Needs Analysis

The course was developed in response to issues identified by HR and Talent Acquisition, including inconsistent interview approaches, lack of structure, and uncertainty around legally appropriate questions. Stakeholder feedback from HR Business Partners and recent interviewers was gathered to inform course content and shape learning objectives.

Accessibility and Accommodation

The course follows WCAG 2.1 AA standards, with features such as keyboard-accessible navigation, high-contrast visuals, and closed captions for all audio content to support learners with different needs.

Standards Compliance

The course is SCORM 1.2 compliant and built for deployment in ComplianceWire, the company's LMS. This ensures accurate tracking of learner progress and completion data for compliance purposes.

Scope of Work

Completed work includes a full storyboard/curriculum plan and a developed prototype of the first scenario-based module. The prototype features branching interactions and layered feedback. Still to be completed are two additional modules, French translation for the Montreal site, final QA, and LMS upload.

Media and Tools Used

The course was created using Articulate Storyline, selected for its ability to support branching, animation, and SCORM output compatible with ComplianceWire. Visual assets were sourced from the Articulate content library and a licensed Freepik subscription. Microsoft Word was used to create the storyboard/curriculum plan. Microsoft Teams and Outlook were used to gather input and collaborate with stakeholders. Feedback was reviewed via Articulate Review 360.

Budget

The course was developed using existing internal tools and software. No additional funding was required. Labor was estimated at approximately 200 hours for design, development, stakeholder review, and finalization.

Assessment Strategies and Tools

The course will include a pre- and post-test to measure knowledge acquisition, along with scenario-based branching activities that reinforce learning through realistic decision-making. After the course, HR will observe selected managers conducting interviews using a standardized rubric to evaluate whether key skills and best practices are being applied on the job.

HR will also track organizational outcomes, including reductions in interview-related compliance issues, improvements in candidate feedback, and a decrease in interview concerns escalated to HR. These indicators will help determine whether the training is improving hiring practices and reducing risk. Course participants will complete a post-course evaluation to provide feedback on content clarity, engagement, and relevance.