

Conducting Effective Interviews Prototype

1.1 TITLE SLIDE



Prototype Introduction: Welcome to the *Conducting Effective Interviews* prototype! This course is designed to help hiring managers at Jubilant HollisterStier gain the skills for professional, compliant, and effective interviewing. With our current growth phase, many managers may lack awareness of interview best practices, which can risk poor candidate experiences or compliance issues. Through realistic scenarios, learners take on the role of a hiring manager, making choices and receiving feedback to reinforce best practices. An e-learning guide, Rosa, the HR Business Partner, is here to support learners with help whenever they need it.

Slide Narration: Welcome to Conducting Effective Interviews! As a hiring manager, bringing the right people on board is essential for building a strong, successful team. In this course, we'll walk through the key elements that will help you conduct structured interviews with confidence. Together, we'll explore how to design behavior-based and competency-focused questions that reveal candidates' true skills and potential. You'll also learn which questions to avoid to stay within legal boundaries and how to ask thoughtful follow-up questions to get the deeper insights you need. Ready to dive in? Click 'Next' to get started!"

Slide Animation: The center title banner fades in at 0.75 seconds.

1.2 INSTRUCTIONS

INSTRUCTIONS

Scenarios


This training puts you in a hiring manager's role.

Duration

This training will take approximately 15 minutes to complete.

Audio

This training contains audio; please adjust your speakers or headset.




Slide Narration: Hi, I'm Rosa, your Human Resources Business Partner. In this training, you'll take on the role of a hiring manager tackling various interviewing challenges. Each scenario will present you with options, and your choices will lead to different outcomes with feedback along the way. If you need guidance on best practices, just click the "Help" button. This course will take about 15 minutes and includes audio, so please adjust your speakers or headset.

Slide Animations: Rosa moves on a motion path from right to left to give the illusion that she is approaching to give instructions. At the end of the motion path, her state changes to a talking pose. The three groups of instructions fade in at .75 seconds.

1.3 INTERVIEW TYPES

INTERVIEW TYPES

[Help](#)



You're interviewing a candidate for a Process Technician role and want to ensure the interview is effective and fair. What approach should you use?

- ☐ A structured interview with identical questions for each candidate.
- ☐ An unstructured interview, letting the candidate guide the conversation.
- ☐ A partially structured approach with some set and some tailored questions.

Notes: This is a scenario slide with four layers. The above screenshot is the base layer. The learner can click the “Help” button in the upper right hand corner at any time to reveal the help layer that provides information on best practices for interview types. When the learner selects the first, second, or third option in response to the scenario, a consequence is displayed (Consequence 3, Consequence 2, and Consequence 1 slide layers shown below). If the learner answers incorrectly, they are given the option to try again. If the learner answers correctly, they can continue to the next scenario.

Help Layer (Slide Layer)

INTERVIEW TYPES




[Continue](#)

Interviewing techniques vary in structure. In structured interviews, the interviewer uses a predetermined set of questions, focusing on skills essential to the job. This consistency enables fair comparisons and helps defend against discrimination claims, as all applicants are evaluated on the same criteria. While unstructured interviews allow for flexibility and open-ended questions, they lack the consistency needed for fair comparisons. Structured interviewing generally provides the best information for making hiring decisions and ensures a fair process for all candidates.

Consequence 03 (Slide Layer)

INTERVIEW TYPES



[Help](#)


This semi-structured approach adds some flexibility but lacks the full consistency of a structured interview. Without a complete set of questions, comparing candidates fairly and covering all critical skills can be difficult.

[Try Again](#)

Consequence 02 (Slide Layer)

INTERVIEW TYPES

[Help](#)




An unstructured interview allows flexibility but makes it hard to compare candidates fairly. Without a set list of questions, you might miss essential job skills, and inconsistent information will make evaluating applicants challenging.

[Try Again](#)

Consequence 01 (Slide Layer)

INTERVIEW TYPES

[Help](#)




Good choice! A structured interview ensures fairness, allowing you to evaluate candidates consistently on key skills and helps protect against discrimination claims, leading to a confident hiring decision.

[Continue](#)

1.4 BEHAVIORAL INTERVIEWING

BEHAVIORAL INTERVIEWING

[Help](#)



You're interviewing a candidate for a Project Manager role and want to learn how they've managed complex projects in the past. Which behavioral-based question could you ask?


- ☐ How would you approach a complex project if you were managing it from start to finish?
- ☐ Describe a challenging project you managed and the steps you took to overcome it.
- ☐ What key skills should a successful project manager have, and how do you apply them?

Notes: This is a scenario slide with four layers. The above screenshot is the base layer. The learner can click the “Help” button in the upper right hand corner at any time to reveal the help layer that provides information on best practices for behavioral interviewing. When the learner selects the first, second, or third option in response to the scenario, a consequence is displayed (Consequence 3, Consequence 2, and Consequence 1 slide layers shown below). If the learner answers incorrectly, they are given the option to try again. If the learner answers correctly, they can continue to the next scenario.

Help Layer (Slide Layer)

BEHAVIORAL INTERVIEWING

[Continue](#)




In behavioral interviews, the focus is on the candidate's past actions to assess their skills and fit for the role. Unlike hypothetical questions that explore what a candidate might do, behavioral questions ask about real, specific experiences the candidate has had. This approach helps you gauge whether the candidate possesses essential job-related skills by understanding how they've handled similar situations in the past. By asking them to describe specific actions they took, you gain insight into their proven abilities, problem-solving approach, and potential effectiveness in the role.

Consequence 03 (Slide Layer)

BEHAVIORAL INTERVIEWING

[Help](#)




This question is useful for understanding the candidate's perspective on skills but does not ask about a specific past experience. Behavioral questions should focus on how the candidate applied their skills in real situations.

[Try Again](#)

Consequence 02 (Slide Layer)

BEHAVIORAL INTERVIEWING

Help

A woman with dark hair, wearing a blue cardigan over a light-colored top, giving a thumbs up gesture.


Good choice! This question is behavioral-based, asking the candidate to describe real experience managing a complex project, which helps reveal their skills in action and gives a clear view of their abilities.

Continue

Consequence 01 (Slide Layer)

BEHAVIORAL INTERVIEWING

Help

A woman with dark hair, wearing a blue cardigan over a light-colored top, with her hand on her chin in a thinking pose.

This hypothetical question doesn't assess the candidate's past experience. Behavioral questions focus on what the candidate has actually done. Try rephrasing to ask about a real experience

Try Again

1.5 KNOWLEDGE CHECK

KNOWLEDGE CHECK

What is the main purpose of a structured interview?

- ☐ To allow candidates to guide the conversation and set the pace of the interview.
- ☒ To ask a specific set of questions of all applicants, focusing on essential job skills.
- ☐ To create a more casual and flexible conversation style, encouraging open-ended responses.
- ☐ To tailor questions based on each candidate's skills and experience.

Notes: This is an example assessment slide with a graded multiple choice question. The learner is given one attempt to select the right answer. Depending on the learner's response, the below slide layers providing explanatory feedback by choice will display.

To tailor questions based on each candidate's skills and experience. (Slide Layer)

KNOWLEDGE CHECK

What is the main purpose of a structured interview?

- ☐ To allow candidates to guide the conversation and set the pace of the interview.
- ☒ To ask a specific set of questions of all applicants, focusing on essential job skills.
- ☐ To create a more casual and flexible conversation style, encouraging open-ended responses.
- ☐ To tailor questions based on each candidate's skills and experience.

Incorrect

Not quite. Tailoring questions is more common in unstructured interviews; structured interviews rely on a predefined set of questions.

Continue

To create a more casual and flexible conversation style, encouraging open-ended responses. (Slide Layer)

KNOWLEDGE CHECK

What is the main purpose of a structured interview?

- ☐ To allow interviewers to ask questions based on the candidate's responses.
- ☒ To ask a specific set of questions of all applicants, focusing on essential job skills.
- ☐ To create a more casual and flexible conversation style, encouraging open-ended responses.
- ☐ To tailor questions based on each candidate's skills and experience.

Incorrect

Not quite. While open-ended questions may be used, structured interviews prioritize a consistent format to evaluate all candidates equally.

Continue

To ask a specific set of questions of all applicants, focusing on essential job skills. (Slide Layer)

KNOWLEDGE CHECK

What is the main purpose of a structured interview?

- ☐ To allow interviewers to ask questions based on the candidate's responses.
- ☒ To ask a specific set of questions of all applicants, focusing on essential job skills.
- ☐ To create a more casual and flexible conversation style, encouraging open-ended responses.
- ☐ To tailor questions based on each candidate's skills and experience.

Correct

Correct! The purpose of a structured interview is to ensure consistency and fairness by asking all candidates the same job-related questions.

Continue

To allow candidates to guide the conversation and set the pace of the interview. (Slide Layer)

KNOWLEDGE CHECK

What is the main purpose of a structured interview?

- ☐ To allow candidates to guide the conversation and set the pace of the interview.
- ☒ To ask candidates a series of predetermined questions to assess their potential job skills.
- ☐ To create a more casual and flexible conversation style, encouraging open-ended responses.
- ☐ To tailor questions based on each candidate's skills and experience.

Incorrect

Not quite. Structured interviews are interviewer-led and designed to ensure consistency across all candidates.

Continue