Conducting Effective Interviews Prototype

1.1 TITLE SLIDE

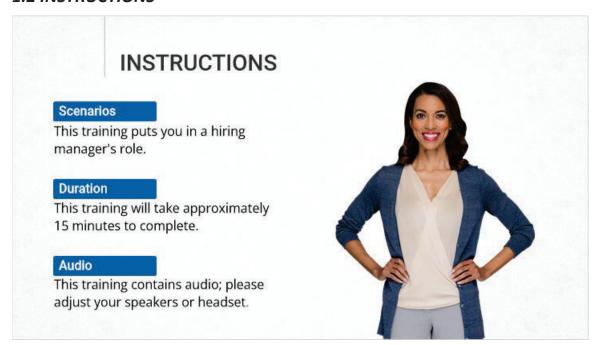


Prototype Introduction: Welcome to the *Conducting Effective Interviews* prototype! This course is designed to help hiring managers at Jubilant HollisterStier gain the skills for professional, compliant, and effective interviewing. With our current growth phase, many managers may lack awareness of interview 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.

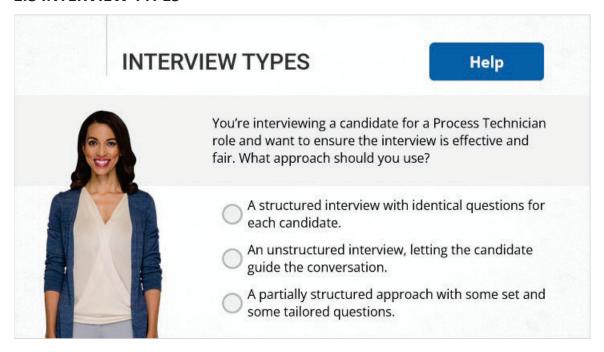
1.2 INSTRUCTIONS



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



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)



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

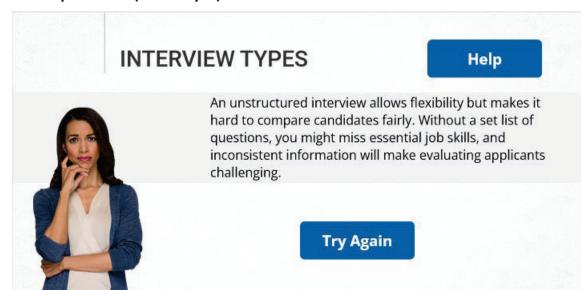
Help



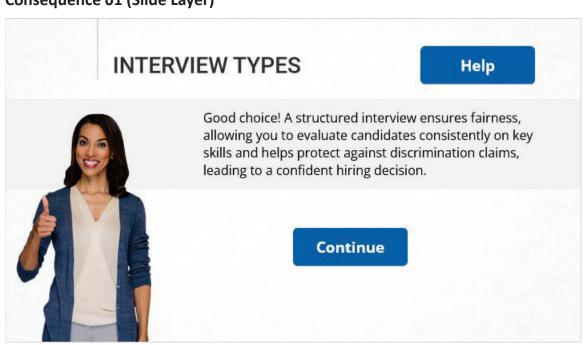
This semi-structured approach adds some flexibility but lacks the full consistency of a structured interview. Without a complete set of questions, comparing candidates fairly and covering all critical skills can be difficult.

Try Again

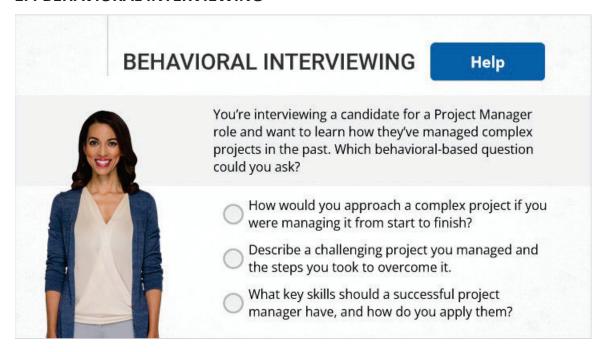
Consequence 02 (Slide Layer)



Consequence 01 (Slide Layer)



1.4 BEHAVIORAL INTERVIEWING



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

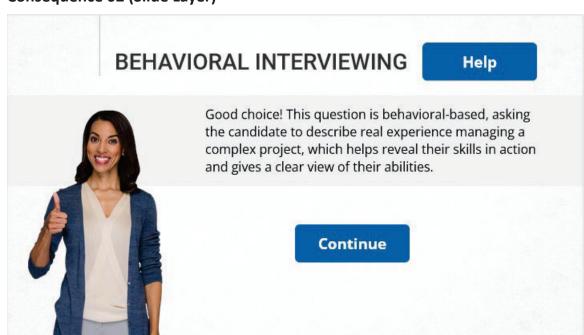
Help



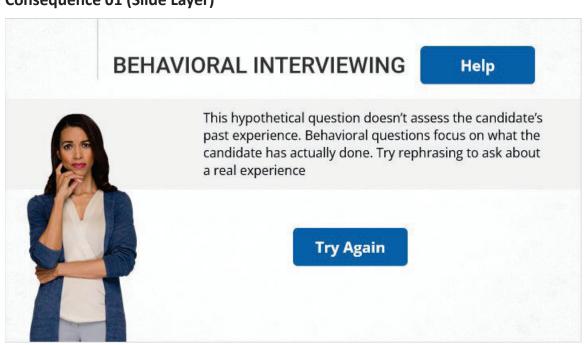
This question is useful for understanding the candidate's perspective on skills but does not ask about a specific past experience. Behavioral questions should focus on how the candidate applied their skills in real situations.

Try Again

Consequence 02 (Slide Layer)



Consequence 01 (Slide Layer)

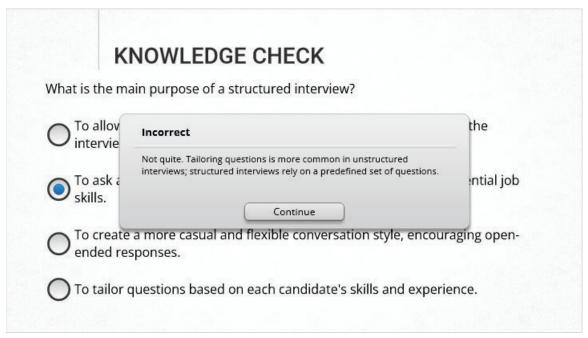


1.5 KNOWLEDGE CHECK

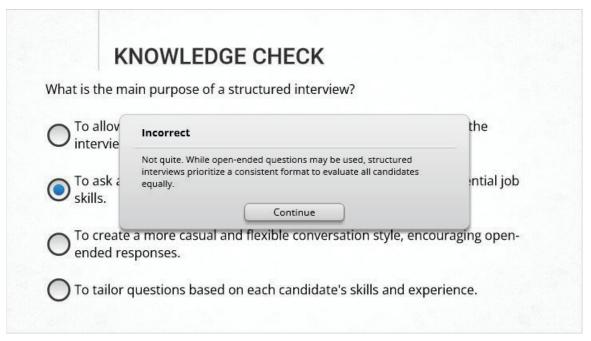
	KNOWLEDGE CHECK
What is	the main purpose of a structured interview?
U inte	allow candidates to guide the conversation and set the pace of the erview.
O To	ask a specific set of questions of all applicants, focusing on essential job ls.
O To	create a more casual and flexible conversation style, encouraging opended responses.
Ото	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.

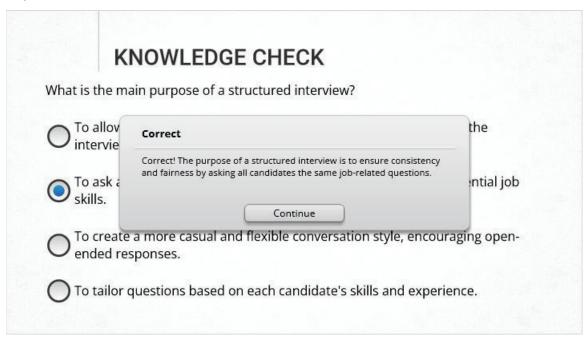
To tailor questions based on each candidate's skills and experience. (Slide Layer)



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



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



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

