

Strategic Hiring Process Training Design Document

<i>Business Purpose</i>	<p>The client is preparing to hire 200 new members of their technical team within the year. The client isn't currently happy with the quality or quantity of the hires they are currently getting. The purpose of this training is to train recruiters how to support hiring managers with strategies that will help identify quality applicants that are a good fit for the company.</p> <p>Recruiters will increase quantity of candidates hired with a 1 year employee retention rate of 95% by utilizing interview strategies that identify quality candidates</p>
<i>Target Audience</i>	<p>This training is for recruiters who are already employed and will be delivered to employees yearly to give them a refresher course.</p>
<i>Training Time</i>	<p>Approximately 12 minutes</p>
<i>Training Recommendation</i>	<p>eLearning course that takes the learners through a basics of hiring branching scenario. The branching scenarios includes feedback for the learner where they explore effective and ineffective hiring strategies.</p> <p>Employees that will need the course are scattered geographically, therefore eLearning would be cost effective. It also allows learners to take at their own pace and can be given repeatedly/yearly.</p>
<i>Deliverables</i>	<p>1 eLearning course</p> <ul style="list-style-type: none"> • eLearning course developed in Articulate Rise with branching scenarios • Design Document • Storyboard
<i>Learning Objectives</i>	<ol style="list-style-type: none"> 1. Identify the best practices of an effective hiring strategy 2. Differentiate between effective and ineffective hiring strategies 3. Apply the 7 parts of an effective hiring strategy throughout the lifecycle of the hiring process
<i>Training Outline</i>	<ol style="list-style-type: none"> 1. Introduction <ol style="list-style-type: none"> a. Welcome b. Objectives 2. Introduce the scenario 3. Creating the job description <ol style="list-style-type: none"> a. Effective and ineffective job posting scenario with feedback - Learner will understand the important of an effective job posting b. Covers strategies: <ol style="list-style-type: none"> i. Know what you want ii. Don't have a checklist 4. Arranging interviews <ol style="list-style-type: none"> a. Interview example scenario with feedback - Learner will

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	<p>understand the importance of scheduling interviews quickly</p> <ol style="list-style-type: none">b. Covers strategies:<ol style="list-style-type: none">i. Timelinessii. Ensure all important members are involved in the interview <p>5. Preparing for interviews</p> <ol style="list-style-type: none">a. Interview scenario example with feedback – Learner will understand the importance of preparing for an interviewb. Covers strategies:<ol style="list-style-type: none">i. Interviewers must be trainedii. Remember the purpose of the interviewiii. Prepare for the interview <p>6. Final evaluation</p> <p>7. Conclusion</p>
<p><i>Evaluation Plan</i></p>	<ul style="list-style-type: none">• Knowledge checks/ understanding<ul style="list-style-type: none">○ Learners will be assessed on their knowledge throughout the course. Learners who successfully complete a section of the scenario, will advance to the next section with a summary of information as feedback. Learners who do not successfully complete a section of the scenario will be given additional feedback and be prompted to return to the scenario to try again before they can advance.• 1 question final quiz<ul style="list-style-type: none">○ Graded multiple answer question○ Learner must correctly identify all 7 strategies○ Learner must achieve 80% to pass the course○ Unlimited attempts