Storyboard Company X

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How to use this storyboard:

About Review & Commenting-

1) To comment and give feedback, leave comment function on throughout process.

2) Please look for informational inaccuracies and point them out via comments for each slide.

3) Will need info on Resources to populate the Resources option in the menu. This is a good place for the Interviewer's Guide and the Job Aid to be accessed.

Notes for Developer-

1) Unless otherwise noted, the player controls/next button will be the default throughout the course. There are exceptions, especially on layers, scenarios, and quiz slides, so look for them.

2) Hex codes are given where possible for branding colors, otherwise match it as closely as possible with other company materials. Keep all hex color codes for future use.

STORYBOARD Company X

Audio & Narration	On-Screen Visuals (OSV) & On-Screen Text (OST)	Interactions/Navigation/Functionality	Objectives
	Note: OST is indicated in blue.		
Slide 1.1 Welcome			
Narration*: "Welcome to Company X's orientation, Interview Genius. You are taking this course because you are valued member of the human resources interview team. Raising the bar on how we conduct our interviews is critical to attracting and hiring the best possible people.* *This course will take your interviewing skills to the next level and ensure that Company X stays at the top of professional industry standards.* *We're glad you're here!* *To view a quick tutorial on how to navigate through this course, click the Navigation Tutorial button. To skip that and dive right in, click the Dive In button."*	OSV: Background: white with branded colors for header, company logo Header will repeat on all slides throughout (with the possible exception of quiz and scenario slides.) OST [1]: Welcome to Interview Genius. OST: [2] We're glad you're here! [button]: Navigation Tutorial [button]: Dive In	Slide begins with all images and OST [1] in place. OST [2] animates in when narration mentions it. Both buttons float in from the bottom of the page when narration mentions them. If user clicks Navigation Tutorial button, jump to slide 1.2/next slide. If user clicks Dive In button jump to slide 1.3 When timeline starts on this slide hide player next button. Unless otherwise noted, the player next button will be the default throughout the course. There are exceptions, so look for them.	Welcome
Slide 1.2 Navigation			
Narration*: "To advance to the [1] next slide, click the Next button. To go back to a previous slide, click the [2] previous button. To replay the slide, press the [3] Refresh button. To pause the slide, click the [4] play/pause button. To see a list of all the slides in the course, press [5] the Menu button. To find out more about compost and human waste, click [6] the*	OSV: Background image full screen…Image starts off blue and white and turns color at cue point in narration. Purple arrows fade in, point to player controls as indicated in the narration cue points [1-6]. Background pic starts off blue and white and fades in to color at [7] cue point in narration. At that time all arrow except the Next arrow fade-out. The next arrow remains pointing at the Next button in the player.	(see OST & OSV column) When user clicks Next button jump to next slide (1.3)	Orient user to navigation controls

Resources button. [7] When you are ready, click the Next button."			
Slide 1.3 Objectives			
Narration: *"By the end of this course, you will be able to explain the steps needed to prepare responsibly for an interview. And demonstrate the interview planning steps. You will have the tools and strategies you need to up your game when it comes to conducting interviews. Put these tools to use, and you will be an interview genius."*	OST: By the end of this course, you will be able to explain the steps needed to prepare responsibly for an interview. And demonstrate the interview planning steps. Click Next to continue	Each objective and a checkmark graphic fade in onto a clipboard image.	Tell the user what the content of the course is, so they know what to expect.
Slide 1.4 Assessment Information			
Narration: *"There will be Knowledge Checks through this course to keep you on your toes, and at the very end there will be a graded Quiz. More about the quiz later. Let's get started.* *Click next to continue."*	Same clipboard graphic with the objectives and checkmarks on it from the previous slide. OST: Knowledge Checks OST: Quiz Click Next to continue	Same clipboard graphic with the objectives and checkmarks on it from the previous slide. But maybe the clipboard shifts its position and the screen zooms in where the new OST fades-in onto the clipboard, in synch with the narration.	Tell user what to expect regarding KCs, Quiz
Slide 1.5 What Makes a Good Interview?			

| Narration: *"All companies need to hire people from time to time. However, how a candidate is interviewed is often an afterthought. To hire the best people, you need an interviewing strategy. Here are seven things to consider when you need to take your interviewing prowess to the next level. The first, is Preparation. Click on the colored ovals to learn all the ways you must prepare for an interview."* | OSV: 6-fold graphic with 6 petals on outside and one central petal that connects to each petal (or something similar) example below.

OST[title]: What Makes a Good Interview?
OST: Preparation appears in the middle of the graphic. As each strategy is mentioned in the narration, that word appears on the graphic in its own area.
OST: Know what You Want
Decision Making
The Power of Good Enough
Remember the Purpose
Don't Waste Time
Choose Your Questions

Click each colored oval to find out more

As the user clicks on each strategy in the graphic, the layer with colored background and OST appears on R-side of slide keeping the left-side of the slide with the graphic in full view and clickable. | The graphic is empty and white. As each strategy is discussed/presented, the text slides into the petal and the petal turns a color. Keep this base layer clickable and have layers that appear on half the slide for each strategy.

OST: Preparation fades-in to the center portion of the graphic. Each strategy fades-in on a different portion of the graphic in synch with the narration. When user clicks hotspot on any petal, that layer is shown on R-side of slide (keeping the base layer clickable).
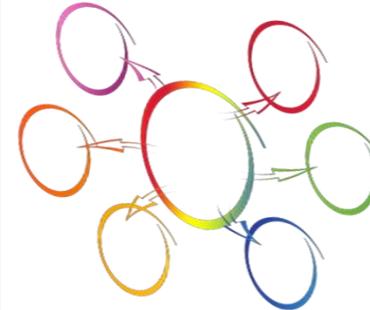
Hide next button when timeline starts on this slide. When all layers have been visited, show next button | Obj. #1 Explain the steps needed to prepare responsibly for an interview. |

Slide 1.5a	[layer- Know What You Want] Narration*: "You must know exactly what you are looking for before you advertise the position. Get clear on the job description and make sure you have a prioritized list of the skills needed to do the well. The clearer you are in assessing the needs of the job, the faster and easier it will become for you to determine if a candidate is a fit or not."*	OST: [heading]: Know What You Want ✓ Clear Job Description ✓ Prioritize the Skills List	
Slide 1.5b	[layer- Don't Waste Time] Narration: *"Do not waste time-yours, or theirs. A good candidate has other opportunities besides yours. Get them in, get them interviewed, and get them a decision. It's the right thing to do and the candidate will appreciate the courtesy."*	OST: [heading]: Don't Waste Time ✓ Good Candidates Have Other Job Interviews. Make Yours the Best. ✓ Get them in… ✓ Get them interviewed… ✓ Get them a decision	
Slide 1.5c	[layer- Choose Your Questions] Narration: *"To be prepared means to know every question you are going to ask…before the interview. You must ask questions that cover all the technologies and topics associated with the job. Review the job description and list the topics you will cover. For each topic choose which questions you will ask. Make sure your questions are relevant to the job.*	OST: [heading]: Choose Which Questions to Ask ✓ Discuss ALL topics of the job description ✓ Organize your questions ✓ Don't ask random questions ✓ Keep conversation relevant to the job ✓ Dig deeper if you need to	

	Asking random questions can become awkward. Be prepared to improvise a little if a candidate says something that merits digging a little deeper.”			
Slide 1.5d	[layer- Decision Making] Narration: *“One thing that can turn a candidate off is having to come back for multiple interviews. You risk the candidate accepting another job while waiting for you to round the decision makers up. This is a risk so it is smart to make sure that all the decision makers are either in the interview, or meet the candidate during the interview window. This will allow the decision to be made quickly, too.”*	OST: [heading]: Decision Making ✓ Do it all in one interview ✓ Schedule decision makers to meet the candidate ✓ Know the timeline for the decision-making process and tell the candidate.		
Slide 1.5e	[layer- Remember the Purpose] Narration: *“The purpose of any interview is to determine whether or not a candidate is able to do the job to your satisfaction. It is not an opportunity for other interviewers to show off or gang-up on a candidate and start asking unnecessarily difficult questions.* *In general, it is best not to outnumber the candidate by more than 3:1 if possible. If you do have a large group interviewing a single candidate,*	OST: [heading]: Remember the Purpose ✓ Can this person do the job well? ✓ Avoid Show-Offs ✓ Sm. Group VS. Lg Group		

	make sure the candidate is told in advance."		
Slide 1.5f	[layer-The Power of Good Enough] Narration: *"Have the job description with you in the interview and make sure the skills needed for the job are prioritized from highest to lowest. This will help you know the power of the "good-enough" candidate. Job descriptions are often "wish lists" of skills. No one has all the skills. Know which skills are those important and which one's you can work without. A "good-enough" candidate is more valuable to the company than keeping a position empty just because an otherwise great candidate doesn't have some minor skills on your list. Cultivate your skill at judging when someone is good enough."*	OST: [heading]: The Power of Good Enough ✓ Know What is Most Important ✓ Use the skill Priorities List ✓ No one has it ALL- Use your Judgement ✓ Good Enough can be the Best Choice	

Slide 1.6 Knowledge Check

Narration: "Now let's check what you know so far. On the right side of the screen, you see a list. Based on what you have learned, choose the options you think are important in creating a good interview and drag them to the green checkmark clipboard. Drag the options that are **not** part of a good interview to the red X clipboard.	OST [title]: Knowledge Check OSV: 2 clipboard graphics, one on L-side, one of R-side of slide. The list is in the middle of the two.	Drag and drop interaction where user chooses the titles of the strategies from a list (or some animation to present them) and drags them to one of the two clipboards. Wrong answers bounce back to the list until all answers are in their correct category.	Obj. #1 Explain the steps needed to prepare responsibly for an interview. Obj. #2 Demonstrate responsible

You will get immediate feedback. If your choice bounces back to the list, it means you put it in the wrong category. When the list is empty, click the next button to continue."	• Choose question ahead of time • The candidate must have every skill on the list • Avoid multiple interviews if possible • Wear neutral colors • Don't waste time • Prioritize skills • Schedule the decision makers • Take the candidate to lunch • Good Enough can be great • It's good to show off a little to prove you know your stuff • The purpose is to find someone who can do the job • Know what the job requires • If you run out of time, rescheduling is always fine. OST[2]: When the list is empty, click Next to continue. OST [feedback]: Well done! You are on your way to becoming a genius interviewer!	Show OST[2] when narration mentions it. When the list is empty, show OST[feedback] as a bubble or layer. When timeline starts on this slide, hide next button. When all layers have been visited, show next button. Correct answers are indicated in green below, Wrong answers in red: • Choose question ahead of time • The candidate must have every skill on the list • Avoid multiple interviews if possible • Wear neutral colors • Don't waste time • Prioritize skills • Schedule the decision makers • Take the candidate to lunch • Good Enough can be great • It's good to show off a little to prove you know your stuff • The purpose is to find someone who can do the job • Know what the job requires • If you run out of time, rescheduling is always fine.	interview planning steps.
Slide 2.1 Scenario One "Eli"			
Narration: *"This is Eli. He has been interviewing this candidate and they are coming to the end of the time. This candidate has the skills, the knowledge, and the personality to do the job. Eli is*	OSV: Male character "Eli" and female candidate in various postures to indicate having a good conversation. OST: Word bubble from Eli "Before you leave, I would like for you to meet the hiring manager who	When timeline starts on this slide hide next button. Show [button]: Roll the Dice when narration mentions it. When user clicks Roll the Dice button show video, then go to next slide.	Obj. #1 Explain the steps needed to prepare responsibly for an interview.

excited and feels good about the chances of offering her the job.” Eli voice: *“Before you leave, I would like for you to meet the hiring manager who will be making the hiring decision. Let me call her and have her come by.”* Narration: *“ However, Eli hadn't bothered to schedule a time for the hiring manager, who will make the hiring decisions, to meet the candidate. He assumed he could catch the hiring manager at the last minute because they are always around somewhere.* *Eli has taken a risk.”* *Roll the dice to see what happens next.”*	will be making the hiring decision. Let me call her and have her come by.” OSV: Eli gesture of calling on the phone, worried expression. OST: Roll the dice to see what happens next. Roll the dice video link: 5vBpKFHvgcZ.mp4		Obj. #2 Demonstrate responsible interview planning steps.

Narration: *“Well, unfortunately, the hiring manager has gone to lunch and is not available to meet the candidate. What should Eli do?*
   - *Ask the candidate to come back another time to meet the hiring manager?*
   - *Ask the candidate if they can stay longer and take a tour of the company while they wait until the hiring manager comes back?”*
 	
Click one, then Roll the Dice”
	OSV: Eli character gesture and expression of apology.
	OST: Word bubble from Eli: “Oh, I am really sorry, but the hiring manager has gone to lunch.
	
	We have two options:
	1. We can schedule another meeting soon for you to come back and meet her or
	2. You can stay a little longer and I will take you on a tour while we wait for the hiring manager to come back.”
	
	OST: Click the best option, then Roll the Dice to see how the candidate responds.
		When timeline starts on this slide hide next button.
		When user clicks a choice, change the state to Visited and highlight it in a dramatic way and then show [button] Roll the Dice.
		
		When user clicks [button]: Roll the Dice, jump to next slide.
			Obj. #2 Demonstrate responsible interview planning steps.

		OSV [button]: Roll the Dice!		

Slide 2.3 Dice Roll #2 Outcome				
Narration: *"It turns out the candidate has another job interview scheduled that day and must leave without meeting the hiring manager. They schedule another meeting. Eli realizes the risk he took and hopes it turns out ok.* *Roll the Dice to find out what happened."*		Characters in gestures of shaking hands and saying goodbye. Eli character remains and has a worried expression. OST: Roll the Dice to find out what happened. OSV[button]: Roll the Dice	When timeline starts on this slide hide next button. When user clicks [button]: Roll the Dice, jump to next slide.	

Slide 2.4 Dice Roll #3 Outcome				
Narrator: *" Well, the next day Eli got a phone call from this candidate, and she told him she accepted a job from the other company.* *What went wrong? Click the best answer"*		OSV: Eli character with a disappointed expression and a thought bubble OST[bubble]: What went wrong? OST: list of multiple-choice answers: - Eli has a gambling habit that distracted him from asking good questions - Eli made a poor decision not to schedule the hiring manager in advance - The hiring manager should not have taken a lunch break OST: Click the best answer	When timeline starts on this slide hide next button. When user clicks correct answer, show [correct feedback layer] and show next button When user click wrong answers, show [wrong feedback layer] and let the user try again.	Obj. #1 Explain the steps needed to prepare responsibly for an interview. Obj. #2 Demonstrate responsible interview planning
2.4a	[layer correct feedback]	OST: Yes, that's right! Eli made a poor decision not to schedule the hiring manager in advance Click next to continue.		

2.4b	[layer wrong feedback]	[button]: Try Again OST[wrong feedback]: No, that's not it. Try again.	When user click wrong answers, show [wrong feedback layer] and let the user try again.	
Slide 3.2 Scenario #2 "Rashana"				
Narration*: "This is Rashana. She is interviewing a candidate and checking off all the skills they have on her list. It is a really good interview, and this candidate has most, but not all of skills listed in the job description. But the skills she does not have are minor. Rashana has to decide whether or not to recommend this candidate for the job.* *Help Rashana make a choice. Click what you think Rashana should do, then Roll the Dice to find out what happens."*	OSV: female interviewer and female candidate. OST: This is Rashana. - Recommend the candidate because good enough is often the best choice. - Not Recommend because it is important to find the perfect candidate who has all the skills. Click what YOU think Rashana should do, then Roll the Dice. OST[button]: Roll the Dice	When timeline starts on this slide hide next button. When user clicks and answer, change the state to Visited and show [button] Roll the Dice. When user clicks [button] show rolling dice video then jump to next slide	Obj. #1 Explain the steps needed to prepare responsibly for an interview. Obj. #2 Demonstrate responsible interview planning steps.
Slide 3.2 Dice Roll #1 Outcome				
Narration: *"Rashana thinks about it and decides that this candidate has the most important skills on the list, and the ones she doesn't have are not critical to the job. So, she recommends that this candidate be hired.* *Roll the Dice to see how Rashana's decision worked out."*	OSV: Rashana character thinking gesture. OST: Roll the Dice to see how Rashana's decision worked out. [button]: Roll the Dice	When timeline starts on this slide hide next button. When user clicks Roll the Dice [button] show rolling dice video then jump to next slide	
Slide 3.3 Dice Roll #2 Outcome				
Narration: *"Yes! Good call! Rashana's candidate was offered the job and a few months later…this candidate has become one of the most valuable members of the team.*	OSV: Rashana character expression satisfied and pleased. OST[thought bubble]: What did I do right? OST[list]:	When timeline starts on this slide hide next button. When user clicks correct answer show [correct feedback layer] and show next button	Obj. #1 Explain the steps needed to prepare

What did Rashana do right? Click the best answer."	- Rashana was very efficient and didn't waste time with random questions. - Rashana knew the power of good enough because she knew the priorities of the skills needed in the job. - Rashana chose all the right questions to ask and listened carefully to the answers. OST: Click the best answer.	When user clicks wrong answers, show [wrong feedback layer] and let the user try again. They must end up clicking the right answer to advance the slide. Correct answer: *Rashana knew the power of good enough because she knew the priorities of the skills needed in the job.*	responsibly for an interview. Obj. #2 Demonstrate responsible interview planning steps.
3.3a	[layer correct feedback]	OST[correct feedback]: Yes! That's right. Rashana considered the priorities and knew the power of **good enough**. Click Next to continue OSV: filter image of character to allow text to show up. Change background color and/or add graphic to enhance.		
3.3b	[layer wrong feedback]	[button]: Try Again OST[wrong feedback]: No, that's not it. Try again.	When user clicks wrong answers, show [wrong feedback layer] and let the user try again. They must end up clicking the right answer to advance the slide.	
Slide 4.1 Scenario #3 "Vincent"			
Narration: *"This is Vincent. He didn't choose questions to ask ahead of time because he has always felt comfortable "winging it". He didn't want to be restricted to formal questions. During the conversation, they both realize they share an interest in rock climbing and soon the conversation takes off as they both share their stories of climbing experiences. After a fun and friendly conversation, the interview time has come to an end, and*	OSV: Vincent (male) character and candidate (male) in gestures of enjoyment and conversation. Vincent looking at his watch and then in a gesture of explaining. OST: This is Vincent. OST[bubble]: " Can you stay longer so we can talk about the job?" OST: Roll the Dice to see what happens. OST[button]: Roll the Dice	When timeline starts on this slide hide next button. When user clicks roll the Dice button, show dice video, and then jump to next slide.	

they haven't actually talked about the job at all. *Vincent decides to ask the candidate if he can stay a little longer so they can talk about the job."*			
Slide 4.2 Dice Roll #1 Outcome			
Narration: *"The candidate has a few more interviews scheduled that day and cannot stay. Vincent tries to schedule a 2nd meeting with the candidate, but the earliest available date is a week later. Vincent reschedules and hopes for the best."*	OSV: Vincent looking worried. OST: Roll the Dice to see what happens. OST[button]: Roll the Dice	When timeline starts on this slide hide next button. When user clicks roll the Dice button, show dice video, and then jump to next slide.	
Slide 4.3 Dice Roll #2 Outcome			
Narration: *"As it turns out, the candidate accepted a job offer from another company that very day. Vincent wasted everybody's time.* *What went wrong?* *Choose the answer that best describes what Vincent did wrong.*	OSV: Vincent character with a confused or disappointed expression. OST[bubble]: "What did I do wrong?" OST: Choose the answer that best describes what Vincent did wrong. OST[list]: - Vincent made up most of his stories about rock climbing because he actually has a fear of heights. - Vincent should have scheduled the interview over lunch and met the candidate at a restaurant where they could talk more comfortably. - Vincent didn't prepare questions ahead of time and spent the whole interview talking about something unrelated to the job.	When timeline starts on this slide hide next button. When user clicks correct answer show [correct feedback layer] and show next button. When user clicks wrong answers, show [wrong feedback layer] and let the user try again. They must end up clicking the right answer to advance the slide. Correct answer- *Vincent didn't prepare questions ahead of time and spent the whole interview talking about something unrelated to the job.*	Obj. #1 Explain the steps needed to prepare responsibly for an interview. Obj. #2 Demonstrate responsible interview planning steps.
4.3a	[layer correct feedback]	OST[correct feedback layer]: Yes! That's right. Rashana considered the priorities and knew the power of **good enough**.	

		Click Next to continue OSV: filter image of character to allow text to show up. Change background color and/or add graphic to enhance.	
4.3b	[layer wrong feedback]	[button]: Try Again OST[wrong feedback layer]: No, that's not it. Try again.	When user clicks wrong answers, show [wrong feedback layer] and let the user try again. They must end up clicking the right answer to advance the slide.

Slide 4.4   Summary Before the Quiz

Narration: *Now it's time to review what you have learned so far. You have learned about the seven strategies for What Makes a Good Interview. They are: preparation, knowing What you want, knowing how to not waste time-yours or anyone else's, choosing questions in advance, remembering what the purpose of the interview is, knowing the power of the good enough candidate, and making sure the candidate meets the decision makers.* *You have seen some situations where the interviewer made some mistakes and where they did the right thing.* *Now it's time for you to test your knowledge.* *Click the Take the Quiz button when you are ready.*	OST[title]: Summary OST[list]: - Preparation - Know What You Want - Don't Waste Time - Choose Your Questions - Remember the Purpose - The Power of Good Enough - Decision Making OST: Click the Next button when you are ready.	Animate in the items on the list and place them on the graphic (like on slide 1.5) as they are mentioned in the narration. Animate in the OST and button as they are mentioned in the narration. When user clicks Next button, jump to next slide.	Obj. #1 Explain the steps needed to prepare responsibly for an interview. Obj. #2 Demonstrate responsible interview planning steps.

Slide 5.1   Quiz Introduction

Narration: *This quiz will let you test what you know. You must answer every question, and you will get only one try. When you are ready to submit your answer, click the submit button. In order*	OST:[title]: Quiz Introduction OST: Answer every question One try only 80% to pass Retake the Quiz	When timeline starts on this slide hide next button. Animate in OST information to center of slide and as it is mentioned in narration. Make this dynamic, maybe a zoom in	

to pass this quiz, you must answer 80% of the questions correctly. Your score will show at the end. If you do not pass the first time, you will be able to retake the quiz. You will also be able to review your answers to the quiz. When you do pass, you will be able to exit the course. Click Start to begin the quiz."	Review Your answers Click Start to begin [button]: Start	and shrink out. As the next text enters, the previous text fades-out. Click start to begin remains to end of timeline. Build an animated START button and put it in the center of the slide above or under the remaining OST When user clicks start button jump to next slide. *Note: there are 7 quiz questions. 80% of 7 will be rounded down to 6 questions correct to pass.*	

Slide 5.2   Question 1

No Narration	OST[title]: Question 1 OSV: use branding colors and formatting for header and background. OST: 1. What are some ways to make the best possible use of everyone's time? *(Multiple choice many correct answers)* - Before the interview, schedule a time for the decision-makers to meet the candidate during the interview window. - Get them in, get them interviewed, get them a decision. - Try to avoid multiple interviews on different days for the same candidate. - Spend a significant portion of the interview getting to know the candidate and their hobbies. - Make sure all the employees in the department get a chance to meet the candidate OST[button]: Submit	When timeline starts on each slide throughout the quiz, hide next button. Use SUBMIT button throughout quiz. One try only. Slide advances when user clicks submit button. allow hover states and keep choices clickable until the user submits. 3 Correct answers: *- Before the interview, schedule a time for the decision-makers to meet the candidate during the interview window.* *- Get them in, get them interviewed, get them a decision.* *- Try to avoid multiple interviews on different days for the same candidate.*	Obj. #1 Explain the steps needed to prepare responsibly for an interview. Obj. #2 Demonstrate responsible interview planning steps.

Slide 5.3   Question 2

No Narration	OST[title]: Question 2 OSV: use branding colors and formatting for header and background. OST: 2. Why should you try to avoid having to schedule multiple interviews with the same candidate? Choose the best answer from the list and drag it into the slot. *(Multiple choice one best answer drag and drop)* - Because the company is a busy place and multiple interviews take too much time. - Because gas prices are high, and some candidates might resent the extra cost. - Because every good candidate has other opportunities and if you make them wait too long between interviews, they might accept another offer. - Because multiple interviews are difficult to keep organized and people's schedules may get complicated. - Because a well-run company should be able to choose a new hire from just one interview regardless of the area of expertise . OST[button]: Submit	1 Correct answer: - *Because every good candidate has other opportunities and if you make them wait too long between interviews, they might accept another offer.*	Obj. #1 Explain the steps needed to prepare responsibly for an interview. Obj. #2 Demonstrate responsible interview planning steps.
Slide 5.4 Question 3			
No Narration	OST[title]: Question 3 OSV: use branding colors and formatting for header and background. OST: 3. What is the purpose of the interview? *(Multiple choice, one best answer)* - To let the interviewers prove to the people present that they are smarter than the candidate. - To determine if this person can do the job satisfactorily or not.	1 Correct answer: - *To determine if this person can do the job satisfactorily or not.*	Obj. #1 Explain the steps needed to prepare responsibly for an interview. Obj. #2 Demonstrate responsible

	- To talk to as many people as possible about the company. OST[button]: Submit		interview planning steps.
Slide 5.5 Question 4			
No Narration	OST[title]: Question 4 OSV: use branding colors and formatting for header and background. OST: 4. *(T/F)* When considering which questions to ask a candidate, it is best to only choose one or two and let more questions arise from inspiration during the interview. OST[button]: Submit	Correct answer: False	
Slide 5.6 Question 5			
No Narration	OST[title]: Question 5 OSV: use branding colors and formatting for header and background. OST: 5. What is worst idea from the list below? *(multiple choice, one best answer)* - Look over the job description and make sure your questions are relevant to the skills needed to do the job. - Make sure the interview space is clean and smells nice. - Offer the candidate a drink of water or coffee at the beginning of the interview. - Make sure the candidate leaves feeling impressed by how much you know. - Right before the interview, call the candidate and tell them you need to reschedule. - Have copies of the job description with you in case the candidate needs to look at it. OST[button]: Submit	1 Correct answer: *Right before the interview, call the candidate and tell them you need to reschedule.*	Obj. #1 Explain the steps needed to prepare responsibly for an interview. Obj. #2 Demonstrate responsible interview planning steps.

Slide 5.7 Question 6			
No Narration	OST[title]: Question 6 OSV: use branding colors and formatting for header and background. OST: 6. Why is it a good idea to have a list of the job skills in a prioritized order from most important to not very important. Choose the best answer from the list. *(multiple choice one right answer)* - Because you want to be in a position to think critically about the skills of each candidate and determine if they have enough of the most important skills to do the job well. - Because you want to make sure you don't forget anything. - Because the candidate may ask you a question you don't know the answer to. - Because the hiring manager will be checking to make sure you were prepared. - Because the printer in the office is often broken and you might not be able to get a copy on short notice. -Because you know that they must have every skill on the list to be a Good Enough candidate. OST[button]: Submit	1 Correct answer: - *Because you want to be in a position to think critically about the skills of each candidate and determine if they have enough of the most important skills to do the job well.*	Obj. #1 Explain the steps needed to prepare responsibly for an interview. Obj. #2 Demonstrate responsible interview planning steps.
Slide 5.8 Question 7			
No Narration	OST[title]: Question 7 OSV: use branding colors and formatting for header and background. OST: 7. What are some good ideas to keep in mind when deciding which questions you should ask a candidate? *(Multiple choice many correct answers)* - organize the job description into categories and choose a question that addresses each category. - choose some random questions to spice things up	1 Wrong answer: - *choose some random questions to spice things up*	Obj. #1 Explain the steps needed to prepare responsibly for an interview. Obj. #2 Demonstrate responsible

		- ask questions that relate directly to the skills needed in the job. - look through the candidate's resume to see if they have skills gaps that you need to ask about or clarify - You want to allow some time for the candidate to ask questions of their own. OST[button]: Submit		interview planning steps.
Slide 5.9	**Results**			
5.9a	[Passed layer]	OST[title]: Results Passing Score___, Your Score___ Congratulations! You passed! Click Next to continue OSV: graphic of big happy check mark in a circle with bottom shadow to look polished and nice. Arrow (like the ones on the navigation slide) appears above Next button on player to remind people where the next button is.	Show next button. OSV: Arrow (like the ones on the navigation slide) appears above Next button on player to remind people where the next button is.	
5.9b	[Try Again layer]	OST[title]: Results Passing Score___, Your Score___ Sorry. You did not pass the course. To review your answers, click the Review My Answers button. To retake the quiz, click the Retake Quiz button. OSV: graphic of big red X in a circle with bottom shadow to look polished and nice. OSV[buttons]: Retake Quiz [button]: Review My Answers	OSV[button]: Retake Quiz- when user clicks this button jump back to slide 5.2 and reset all questions. OSV[button]: Review My Answers- When user clicks this button have quiz settings show answers	
Slide 5.10	**Exit Course**			

Narration: *"Congratulations! You have successfully completed Company X's orientation training, <u>Interview Genius</u>. You are now prepared to plan and conduct responsible, effective, high-quality interviews.* *Thank you for your time and for bringing your skills and enthusiasm to our company.* *We are glad you're here!* *To exit the course, click the exit button.*	OSV: Full page arial photograph image of all the people in the company on the company lawn. (Use the most recent one available) Branding and basic formatting the same. Animate logo in. OST: Congratulations! OST[title]: Interview Genius To exit the course, click the exit button. OSV[button]: Exit 	When timeline starts on this slide hide next button. Slide begins with image in background (use filter to fade it a bit to allow text to show up). Animate in all OST and exit button when narration mentions each one. Use EXIT button	