7 Keys Training Design Document

Business Purpose	A recruiting firm needs to train recruiters how to support client hiring managers during the hiring process. The firm's largest client, Company Y, needs to recruit and hire 200 new members for their technical team this year. They aren't happy with the quality or quantity of hires they currently are getting and need to ensure that their hiring practices provide qualified candidates who also fit with the culture. The goal of this training is to: • Train recruiters how to support client hiring managers with strategies that will effectively winnow the applicant pool and help find candidates that are the best fit for the position and company.
Target Audience	This training is for recruiters. This audience typically falls into one of the two distinct backgrounds: • Those who have been with the recruiting firm since the company started, came out of the technical team, and have a good grasp of the technical aspects of the positions we are hiring for. • Those who are newer hires, have a background in HR, and have less in-depth understanding of the technical material. The average recruiter age is 35, and they are distributed all over the US.
Training Time	Up to 15 minutes of e-learning.
Training Recommendation	Adaptive micro eLearning course that includes examples of effective and ineffective hiring strategies, with branching scenarios to select initial and follow up questions.
Deliverables	1 eLearning course developed in Articulate Rise
Learning Objectives	1. Identify the seven keys of an effective hiring strategy. 2. Differentiate between effective and ineffective hiring strategies.

Content Outline	1. Introduction
	2. Objectives / The Challenge
	3. Developing the Job Description
	    a. Correct and Incorrect options – with feedback
	    b. Summary of Keys 1 and 2
	4. Scheduling Interviews
	    a. Correct and Incorrect options – with feedback
	    b. Summary of Keys 3 and 4
	5. Conducting Interviews
	    a. Correct and Incorrect options – with feedback
	    b. Summary of Keys 5, 6, and 7
	6. Summary of the 7 Keys
	7. Knowledge Check – Identify the 7 Keys

Evaluation Plan	Learner assessment: Learners are assessed on what they currently know through the three decision points. Those who know the content continue through the course with feedback to reinforce their knowledge. Those who don't know the content receive feedback based on the selected incorrect ideas. There is a final knowledge check at the end of the course for learners to demonstrate that they remember all 7 keys. Training evaluation: 1. Increase the percentage of candidates indicating a positive interview experience. 2. Increase the percentage of interviewed candidates who are hired into positions. 3. Decrease the percentage of qualified candidates that are inappropriately screened out of the interview.