

Appendix C: Role play instructions for hiring manager

Directions: Partner off with a job applicant and engage in a salary negotiation.

You are the hiring manager for a publishing company. After interviewing four candidates for the position of 'digital community specialist', the Public Relations Department has recommended that the company hire [name of partner playing job applicant].

Start by presenting the following offer:

- Title: Digital Community Marketing Assistant
- Salary: \$34,000, Pay Grade: 9
- 10 paid vacation days + 8 paid holidays
- Competitive benefit package

Assume the following:

- The position is classified as Pay Grade 9, which is associated with a salary range between \$32,000 and \$40,000. Pay Grade 10 is associated with a salary range between \$38,000 and \$46,000. Pay grade information is strictly confidential and cannot be shared with the job applicant.
- The offer is negotiable with the exception of the benefit package.

Take a few minutes to prepare for your meeting with the job applicant using the strategy handout and your notes as a guide. Write down your strategy.

After you have reached a settlement, share your information with your partner and discuss the outcome. Who do you think was more successful in each negotiation? Why? What worked well? What could either individual have done differently?

Appendix D: Role play instructions for job applicant

Directions: Partner off with a hiring manager and engage in a salary negotiation.

You recently graduated with your bachelor's degree in communications and applied for the position 'digital community specialist' at a local publishing company. After successfully making it through two rounds of interviews, the hiring manager invites you back to present the company's offer to you.

Assume the following:

- You have done some initial research on the salary range of this position. Based on your findings from three reputable websites, you believe the salary range to be somewhere between \$35,000 and \$45,000. You also ask your aunt who works in the same industry. She considers an offer around \$35,000 to be reasonable.
- You have no other offers or prospective offers at this time. Based on your related internship experience and academic achievements, you decide to target a salary of \$38,000.
- You plan to attend graduate school in the near future to earn a master's degree in English.
- Your commute to this job would be one hour each way.

Take a few minutes to prepare for your meeting with the hiring manager using the strategy handout and your notes as a guide. Write down your strategy.

After you have reached a settlement, share your information with your partner and discuss the outcome. Who do you think was more successful in each negotiation? Why? What worked well? What could either individual have done differently?