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| **Salary Discussion FORM** | | | |
| **Candidate Name:** | **Hiring Department:** | | |
| **Position Title:** | **Date & Time:** | | |
| **candidate INFORMATION** | | | |
| **Question** | | **Answer** | **Comments** |
| **Expected or requested by the candidate?** | |  |  |
| **Is it a first job?** | | **Yes / No** |  |
| **Candidate experience (in years)**   * Total career experience * Previous position experience * Experience in the targeted position | | **-**  **-**  **-** |  |
| **Salary in the previous organization**  *(if applicable)* | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Salary** | | | | |
| **Department** | **Manager name** | **Salary range** | **Suggested salary** | **Agreed salary** |
| **Hiring dept:** |  | **/** |  |  |
| **Human Resources** |  | **/** |  |  |
| **Payroll / Accounting** |  | **/** |  |  |
| **Final Salary:** | | | |  |

Does the salary require an exception approval? YES NO

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| --- | --- | --- |
| Hiring Dept | HR | Payroll |
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Approvers: