



Department of Human Resources

SALARY DISCUSSION FORM		
Candidate Name: <i>John Doe</i>	Hiring Department: <i>R and D</i>	
Position Title: <i>Product Manager</i>	Date & Time: <i>November 17th 2022</i>	
CANDIDATE INFORMATION		
<u>Question</u>	<u>Answer</u>	<u>Comments</u>
Expected or requested by the candidate?	<i>US \$ 180,000</i>	
Is it a first job?	<i>Yes / No</i>	
Candidate experience (in years)		
<ul style="list-style-type: none"> Total career experience Previous position experience Experience in the targeted position 	<i>- 15</i> <i>- 5</i> <i>- 1</i>	
Salary in the previous organization <i>(if applicable)</i>	<i>US \$ 145,000</i>	

SALARY				
<u>Department</u>	<u>Manager name</u>	<u>Salary range</u>	<u>Suggested salary</u>	<u>Agreed salary</u>
Hiring dept: <i>R&D</i>	<i>Debby</i>	<i>140 / 170</i>	<i>\$ 165,000</i>	
Human Resources	<i>Henry</i>	<i>130 / 180</i>	<i>\$ 160,000</i>	
Payroll / Accounting	<i>Patrick</i>	<i>150 / 170</i>	<i>\$ 150,000</i>	
Final Salary:				<i>\$ 155,000</i>

Does the salary require an exception approval?

YES

NO

Approvers:

Hiring Dept	HR	Payroll