HR Lesson 1: Hiring Staff Negotiation

MODULE 1: INTRODUCTION

LESSON OVERVIEW

FOCUS: *clarify and confirm information to make the best decision*
GOAL: *clarify your needs and budget to hire the right person/people*

You will be a human resources (HR) professional/manager in the lesson role-plays. The instructor will role-play another manager or director at your company. You will have different situation where you will need to negotiate with your instructor over the right person to hire for the company.

CLARIFYING PHRASES:

What do you mean by…?

I don't follow. What do you mean?

What is…?

RESTATING PHRASES:

And that means ____?

Are you saying ___?

What You're saying is ___, right?

Project Background Information

You will have a meeting with a project manager to discuss project staffing. Here is the manager's information about their project staff needs:

- PM: 5 – 7 yrs exp. web / mobile app dev projects in WordPress
- Designer: 5 yrs exp. HTML/CSS, Quark/Adobe/InDesign; Visual Design, UX
- Web dev: full stack; 5 yrs exp PHP, HTML/CSS, JavaScript; + exp. with jQuery, TinyMCE

This may change due to budget & timing, but this is what is requested now.

Ex. LESSON INFO & QUESTIONS

Below are questions & information (for the final role-play project)

- Your company has Project Managers - find out if are any available for this project?
- There are also outsourcing options - do you need to hire or can you outsource?
- Are all the skills requested necessary? find out what skills are critical for the project.

You need to

1. Clarify information about skills needed for the project
2. Find out if internal staff are available
- Are there PM's or developers in your company with these skills?
- Can you use temp staff instead of hiring contract/ full-time staff?
3. Decide what staff/ skills are most important & the cost (based on the budget)

LESSON OBJECTIVES

Objectives for the final role-play discussion:

- **Clarifying staffing needs**
- **Deciding available options**
- **Confirming critical project skills**
- **Managing costs:**
  - **highly-skilled versus less-skilled staff costs**
  - **contract employees versus temp staff costs**
  - **budget limits versus project staff needs**