

Administration for Children and Families
U.S. Department of Health and Human Services

Health Profession Opportunity Grants Roundtable Meeting

Role Play Instructions—First Meeting with an Employer

We will divide into small groups of 6 or 9 people. Each small group will have chairs set up in a “fishbowl” configuration with two chairs in the middle of the fishbowl.

Scenario

A staff person is in a first meeting with a Recruiter from Human Resources in an effort to establish a connection and secure a follow-up action such as, sending resumes for a specific position or engaging them in an activity (mock interviews, on-site interviews, etc.).

The employer will sit in one of the middle chairs and the staff person will sit opposite the employer.

Each meeting will take 3-4 minutes to complete with 6-7 minutes for feedback.

Feedback

Everyone will use the Employer Meeting Checklist as a way to give targeted feedback about the interaction. First, the employer will provide feedback and then the participants in the fishbowl will give feedback.

In the exercise, staff should provide a clear, concise description of their program, their services, and why they would benefit an employer. Staff should be able to handle employer’s questions with ease and provide competent answers to the employer’s questions. The end result of the meeting is a next-step action with the employer.

We will close the exercise and debrief as a full group once the role play has been completed.