

## How to Ask For a Pay Rise

Planning and preparation are key when you ask for an increase. So are timing, your employers pay practices, and the market-based pay rates for your job. You also need to approach with care this whole exercise as making the wrong move may prove costly. It can also run the risk of damaging the relationship if not handled correctly which is probably not what you are seeking to do.

### Research an Appropriate Increase.

Know your employer's pay practices and the market rate for your job. Remember that the market rate is a range between the top and bottom, therefore, it pays to try and establish both where you and your current employer's pay rates lie. Often, as individual's we take a higher expectation of our skills and experiences than does our employer. Just because you are comparing what you are doing, with another person who appears to be doing the same function within the organization doesn't always mean that the effort's or output's of doing the role are always the same.

Look at being realistic and appraising your skills both technical and those soft skills in a realistic manner. Tend to err on the side of caution, and be harder on yourself.

- Familiarise yourself with your employer's pay practices – what is the range of the scale for your current role. What is the range for the next step up?
- Listen to your employer. If the employer announces the pay increase will be 4% across the board, you are unlikely to negotiate more money.
- Research Market Pay Rates for your job. Try to ascertain where your company fits within the wider market pay scales. Where do you sit in relation to pay scales?
- Read your employer's handbook. If a policy or a process exists, your pay rise is to follow this exactly.

Prepare Your Presentation. Look at your work contributions to determine how you will present the re-quest for a pay rise to your manager.

- Make a list of the goals you have accomplished for the company. Determine how their accomplishment has helped the company. When documented, these accomplishments may justify a pay increase. Use graphs, comments or testimonials or awards from the company, or individual within the company.

- Make a list of any additional responsibilities you have added to your job. Try to demonstrate where you add value. How were you rated at your performance appraisal? How will your team members and peers respond, if asked where you have contributed value?
- Learn about Negotiation from books, resources, networking, and friends who have successfully negotiated a pay rise. Seek out actual examples, rather than theoretical and text book cases- live situations are much better to provide you with knowledge and experience. Text book situations never cover the grey areas of a situation, and are too generic – one size fits all situations.
- Set up a meeting with your immediate supervisor to discuss your compensation. Think about what you are trying to achieve. Think about the Law of Unintended Consequences.
- Tell your manager the specific pay rise you would like to see. Be prepared to present thorough research supporting your request for a pay rise. This means gathering specific evidence of where you excel in the job and add value. This isn't emotional value, but clear, hard evidence of success, of your part in teamwork.
- If the manager tells you he cannot provide a pay raise currently, ask what you need to do to make yourself eligible as soon as pay raises are available. Seek specific direction about what areas you MUST improve.
- If you are using an offer from another employer to negotiate a pay rise, be prepared to fail. This sort of strategy is never one to employ as it demonstrates a situation where the tactics akin to blackmail are employed. It demonstrates a loss/loss scenario.
- Threatening to leave if you don't receive a pay rise is counter-productive and unprofessional.