



## Asking for a Pay Rise

- **Practice!** - If you're the sort who gets nervous when asking for something and find this matter of asking for a pay rise even harder than attending the actual interview that won you the job, then spend time practicing asking. Stand in front of the mirror and out loud, give your reason for asking for more, the suggested figure, how it's going to be paid for, and your reaction to possible other questions. This is time to develop your "pitch", in the freedom of your own space.
- **Work out different response scenario's** - Have a trusted friend role play as your boss and Ask your friend to respond with different scenarios so that you can practice each one—the "yes, of course we'll increase your salary" scenario, the "no way" scenario" and the "we'll need to think about this" scenario.
- **Choose the right time** - Successful requests are all about good timing. Ask yourself what you have done within a demonstrable time period that has made you more valuable to the firm or organization. It doesn't make sense to ask for a pay rise when you've not yet demonstrated anything amazing for the business, regardless of long you've been there.
- **The business should be doing well** - Don't choose a time when the company has just posted major losses. If it has just had a great quarter or won a major contract, make your move!
- **Is your Boss in the right mood?** – Just because the business may be doing well doesn't mean your boss is "Happy as Larry". They may have personal pressure in their life, be facing a new challenge, or just having a bad day. Hold off! Wait until they are in a positive and friendly mood and then ask for a meeting.
- **Seize the moment!** - The time is right when your value to the organization is clearly high. This means seizing the iron while it's hot and asking for a pay rise off the back of excellent successes such as holding a highly successful conference, getting fantastic feedback, getting a big client signed on, producing outstanding work that outsiders have praised.
- **Make an appointment** - Set time aside. If you just walk up and ask for a pay rise, you'll seem unprepared and come across like you don't deserve one. You don't have to give too much advance notice, but do seek privacy and a time you know you won't be interrupted.
- **Do it in person** - Remember, a face-to-face request is far harder to turn down than a letter or email.
- **Pick a time in the middle of the week** - Try to avoid Monday, when there will be a million things to do, or Friday, when your boss may already have other things on his mind.
- **Present yourself well** - Be confident, not arrogant, and stay positive. Speak politely and succinctly to better maintain your composure. Keep in mind that it probably won't be half as bad to ask as it did to work up the nerve!
- **Sit on the front of the chair** - When you talk to your boss, lean in a bit if you're sitting down. This will help project confidence.
- **Start with a positive comment** – Begin the conversation by saying how much you enjoy your job. Being personable will help make that human connection with your boss.
- **Present your case** – This is where you use the "GET PREPARED WORKSHEET". Make sure to give them a copy so that they know you are serious about your request.

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- **Don't talk about your personal affairs** - Don't start whining about your family, children, health, personal expenses, the economy, the government and such. Your boss doesn't care. All he cares about is himself and the company.
- **Don't mention "Keeping up with the Jones"** – "John got a pay rise so I should get one too!" If you're are working under an award rate then your wages will change when it changes but if you're not, this isn't a good enough reason to ask for a pay rise.
- **You don't deserve a pay rise just because you've been there another year** - Asking for a pay rise based purely on "time done" is dangerous because it makes you appear like a timekeeper rather than someone interested in the company's progression. Never say to your boss: "I've been here for a year and I deserve a pay rise." Your boss will be likely to respond, "And so what?"
- **Determine if you need more time or can they make a decision now?** - If you can comfortably make a counteroffer after the initial offer is made, by all means go ahead.
- **Set the agenda** – If their response is "I would like to have some time to think over your offer" tell them that's fine and ask to schedule the next meeting to discuss it.
- **Thank your boss for their time** - This is important regardless of the answer you've been given. Make sure they understand that you really appreciate their consideration of your request and be sincere about it.