



The Pay Rise – Your “Get Prepared” Worksheet

CLOSING STATEMENT

If you do this well, complete your preparation, go in with a positive outlook and a willingness to negotiate and work with your employer, 90% of the time it will work out in your favour. If it doesn't, don't give up! Stick to your guns!

The simple rule in business is that **people get paid what they are worth, not much more and not much less.**

If they get paid too much, and are not worth it, they'll get found out and will be exited from the business.

If they are paid too little, and are worth more, then they'll eventually move on to another employer that will give them what they are really worth.

Good luck with your pay rise!

Write down all your performance history for the last year here. What have you done really well? List your KPI's, sales to budget, project completion, whatever you are measured on:

What have been your major accomplishments during this time?

What projects or initiatives have you been involved in?

What benefits can you provide the business in the future?

What is the market paying for your current position?

In what way has your position changed (responsibilities, location, skills) since you last had a salary review or initially joined the business?

What courses have you completed or skills have you obtained that you think the business has benefited from?

What personal strengths (tenacity, work ethic, honesty, resilience) do you bring to the business?

How is the business doing at the moment and why do you think it is a good time to ask for a pay rise?

How can they afford your pay rise based on the work you are doing or about to do?

What is the pay rise you want? What's the range? What other options or considerations would you like (Extra holidays, car allowance, etc):

Pick you three strongest reasons and repeat them here: