



Qualify for a Pay Rise

- Make sure you are a STAR Employee:
 - ✓ **Know your Job** - Firstly understand what is expected of you. Know what is considered a 'good job' and understand what you need to do to be seen as 'Outstanding'
 - ✓ **Do your job really well** - The best way to show your bosses you deserve a pay rise is to do the job you were hired to do and do it well.
 - ✓ **Arrive at work on time** - Punctuality shows professionalism, responsibility and dedication to your job. Be sure to let your employers know that you possess all of these qualities and are deserving of a pay increase by showing up on time.
 - ✓ **Do an extra day's work every week** – Arrive 30 minutes early, eat lunch at your desk, and leave 30 minutes after knock off. That's 2 extra hours work a day, or more than a whole extra work day every week. It will get noticed and you should tell your Boss that's the commitment you have to the company.
 - ✓ **Ask for feedback** - At least once a month, ask your boss on how you are going. Look for feedback about areas of your job performance that need improvement. Asking for constructive criticism will show that you care and give you an idea of areas to target for improvement so your employers will see the extra effort you're making to be eligible for a pay rise.
 - ✓ **Emphasize your strong points** - Point out any special skills or hands-on experience you have that will benefit your company and improve your job performance.
 - ✓ **Do extra training** - Letting your supervisors know about extra training you are doing outside of work will make you look extra qualified when they're considering giving you a pay rise.
 - ✓ **Volunteer for extra projects** - Offer to pitch in on big projects that are being completed or to help meet a deadline. Going the extra mile and helping out coworkers will show supervisors that you're a team player that helps out when needed.
 - ✓ **Dress and act professionally** – Physically look like you are at the next level and act as a senior member of the team.
 - ✓ **Industry Trends** - Keep abreast of the trends in your industry. Subscribe to and read at least one trade journal regularly and make it a point to discuss the future with your colleagues.
 - ✓ **Look ahead** - You should also keep your eyes on the horizon and regularly envision the path ahead for your company and for the industry. Make it a point to consciously set aside time at the end of the quarter to critically examine the path ahead.
 - ✓ **Anticipate change** - The very act of anticipating needed actions will serve you well in day-to-day operations and in salary re-negotiation. You will be leading the way into the future and enhancing the company's ability to capitalize on the changing market.
 - ✓ **Take the High Road** - Keep your work at a high standard and always be 100% ethical and honest.

JobPrep – Prepare for your next job!

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- ✓ **Be a team player** – If you are only ever acting in your best interests, then you won't be seen as a team player, you'll be seen as greedy and selfish and always asking 'What's in it for me?' Make sure you help out your colleagues and take up any extra workload.
- ✓ **No Loose Ends!** - Do everything you need to do. Completing your daily tasks as required shows consistency and dependability.
- ✓ **Stay on track** - Meet deadlines for projects or hitting and exceeding is crucial. This will help make you look eligible for a pay rise by showing supervisors that you're focused and professional.
- ✓ **Take responsibility** – When everyone is asking if 'someone' was going to do something, be that someone and do it yourself.
- ✓ **Show Discretionary Effort** - Go the extra mile to make sure some things in your job are done way better than is expected of you without being asked to do so.