



## Get Prepared!

- **Get your arguments together** - You need professional reasons in order to convince your boss, that you deserve that pay rise.
- **Performance History** - What have you done that have benefited your boss or your company? How have you performed to your KPI's or budgets? If you aren't performing at a high level already then this weakens your argument enormously and you should go back to Chapter 2 and start again.
- **Accomplishments** - Prepare a list of your accomplishments. It is best to use accurate performance measures such as quality improvement, customer satisfaction, sales to budget, and especially growth in profits. The list will remind you of your own worth, make it concrete, and provide an objective basis for your demands.
- **What have you been involved in?** - Pay particular attention to projects you've worked on, problems you have helped solve, and how business operations and profits have improved since you started. This is about more than just doing your job well, which you're already expected to do, but about going above and beyond the duties of your job and, ultimately, it boils down to improving the company's bottom line. Some questions to consider when developing your case include:
  - ✓ Did you complete or help to complete a tough project, and get positive results from it?
  - ✓ Did you work extra hours or meet an urgent deadline?
  - ✓ Are you continuing to demonstrate this type of commitment?
  - ✓ Did you take initiative? In what ways?
  - ✓ Did you go beyond the call of duty? In what ways?
  - ✓ Did you save the company time or money?
  - ✓ Did you improve any systems or processes?
  - ✓ Did you empower others with your support and guidance or training?
- **Future Benefits** - Consider your future value to the company and what benefits can you bring to them? This indicates to your boss that you see the larger picture and are positioned to help the company identify and capitalize on opportunities as they arise.
- **Internal salary comparisons** – It can be tricky to find out what other people are being paid in your business for the same job and it's not a good basis to ask for a pay rise.
- **Research the market** - Gather some market data on salary packages for similar positions. Look at similar levels in the industry to see what others are being paid for similar work.
- **Has your position changed?** – Since starting the role you are in your responsibilities might have changed. You can use this as leverage.
- **Has your location changed?** – Salaries for a specific job can be different for different locations. Working in remote areas usually pays more than for metropolitan locations.
- **Skills and Experience** - Compare your skills and experience against others in the same field and write down key factors that demonstrate why you're a cut above these others.

**JobPrep – Prepare for your next job!**

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- **Personal Strengths** - Select your strengths that are outstanding and demonstrate your unique style, talent and draw card elements. This is your chance to show, expanded on, and present detailed evidence of your worth when stacked up against peers.
- **How is the business doing?** - If your company is already "over budget" and suffering as a result of the recession, cut-backs, or any other reasons, you might be better off waiting until later.
- **What's the economic climate like?** - During a recessionary period, some companies will not be able to provide pay rises without also endangering your job. However, this doesn't mean that you should use this as an excuse to delay asking for a pay rise indefinitely.
- **Market Knowledge** – Display your level of knowledge about your new employer, along with how they fit into the market place and your knowledge of competitors AND how to take advantage of this knowledge to improve the business.
- **Prepare!** - Don't rush into your boss' office tomorrow morning screaming and yelling for more money. Preparation is a key element when asking for a pay rise. You have to prepare the field before the battle. Make yourself noticeable, help out your colleagues, take on some extra work, do some extra training in your own time. In short: make yourself look better.
- **Pick your strongest reasons!** - While these things will be helpful when you build your case, they should not be used as the principal argument for getting a pay rise; they simply inform you about your potential worth, not your boss.