

Do you deserve a raise?

<http://www.collegeamerica.edu/blog/do-you-deserve-a-raise>

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Every one of us would like to earn "more." Groveling at your boss's feet, bribes of chocolate and late night massages, and fudging your timesheet are *not* the right approaches. Figure out if you deserve a raise and how to ask for one.

- 1. Reflect on your job performance.** Are you performing at your absolute best? Think of one (or more) areas that you could improve to be "the best." Continually work to improve yourself. Once you feel that you are a stellar employee, proceed to #2.
- 2. Write down everything you do.** Keep a list of all job duties you do from the smallest to the largest. If asked, be able to communicate your job functions and duties clearly. Focus on: increased duties since you were hired, supervisory tasks, and what you do better than anyone else.
- 3. Compare your salary.** Do you make more or less than the average of others in your town and position? Visit www.salary.com.
- 4. Ask for a performance review.** Appropriate timing: after 60 days, 90 days, or 1 year (or NOW if you've never received one). Be ready to be questioned. "Why do you want a review? You are doing fine." says your boss. You retort, "I want to be the best at what I do and always improve. I would like to know specifically and officially about my performance."

The next time you are cruising the interview circuit, think about how you will negotiate for the highest starting salary. Never bring up the "let's talk money" discussion until they do, as you don't want to seem as though you only care about the cash. Once a base salary has been offered, be sure to ask if your new employer would consider giving you a "performance based raise" after a probationary period of three months.

- 5. Schedule a meeting with your supervisor.** Enter with confidence. Be convincing stating the following:

"Based on my...

- Performance and tenure in this position
- Performance and responsibilities
- Performance and advancing skills
- Performance and expanding job duties
- Performance and average local earnings of others with my same position
- Performance and positive reviews

...I think a salary increase would be appropriate. I know I am a valuable asset to this company. I would like to propose a \$_____ increase to my annual salary/hourly wage." Smile, breathe, and wait.

Practice this at least ten times before you walk into the meeting. If you don't sound confident, you will not get the raise. One big no-no: *Never say that you need a raise because you need the money.*

- 6. Don't get frustrated if your boss says "no."** You may need to improve in an area you hadn't realized and can use this as a self-improvement step. The salary budget may be frozen. Your supervisor may never say "yes" on the first try. Regardless, hold your head high and ask, "I am

committed giving my very best. What benchmarks should I meet that would warrant a raise in my salary?" And lastly, "When would be an appropriate time for us to discuss this again?"

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Author's Bio

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