



### **Asking for a Raise; Prepare your case before facing the boss**

Nervous rehearsals, a few deep breaths, knocking on the boss's door, blurting out that times are tough and you really need more money ... it's an all-too-common approach to requesting a raise. When the time has come to ask for a pay increase, emotions should be filed away. Instead, gather logical supporting evidence and calmly, reasonably state your case.

The groundwork begins way before you meet with the boss. It's the day-to-day work, showing that you're a team player, helping colleagues, anticipating what's needed and asking to take it on.

Launch your preparations by doing some research. Find out what other people in your line of work are being paid. Next gather the evidence that illustrates your value, make a list throughout the year as your accomplishments occur. Note increased productivity and revenue in your department, reduced expenses, projects brought in under deadline. Have you taken on more duties without a pay increase? Set goals that could contribute to the company's success.

When you feel you have a strong case, wait for the right time to present it. When budget cutbacks are in the air and business is down, hold off. Career experts also recommend avoiding Monday mornings and Friday afternoons. Sense whether your supervisor is having a good day, and notice if moods are better in the morning or afternoon.

Ask for a few free minutes with the boss. Start with the positives of how you like your company and look forward to the period ahead. Present your achievements and goals, along with figures on what the market is paying. Avoid making your raise a personal matter with arguments such as, "A baby's on the way." Keep it a respectful business conversation. Give the boss a chance to absorb things.

If your request is denied, ask about what would need to happen in the next six months to get a "Yes." Ask for specifics, and then document your successes. Further rejection may signal the time for researching a job change.

Resource: Members Edge