



The 10 Steps to Getting a Raise



1. Gather data- salary surveys, recruiters, association members, competitors, etc. See www.salary.com and www.bls.gov/ooh/
2. Know what the company can afford. Have you read their financial statement if available? Have they moved beyond survival mode? Are they making new investments?
3. Consider a solid base compensation plus performance bonuses based on meeting or exceeding benchmarks.
4. Consider the timing of when to ask for the meeting. Make sure it's in the right location and enough time is allotted.
5. Don't talk about what you need. Talk about what you contribute. Prepare a real presentation.
6. Complete the Why I Deserve a Raise form. Use it to help get your position in writing.
7. Be prepared for their objections. No time to deal with it, money, timing, "others", performance, etc.
8. Don't play victim emotionally. It's OK to speak for yourself. You deserve a raise if you are adding new value. Just don't be too strong and cross over the line when making your case.
9. Don't fret and stress over the meeting. Have fun with it. Think of yourself as a "social scientist" trying to figure out what buttons to push to get the optimal response.
10. Don't expect an answer on the spot. If none is given immediately take it as a good sign. Ask for a date by which they will reply.

If you take these 10 steps, then no matter the outcome, know you've taken all the right steps, and done your best!