



## ASKING FOR A RAISE

### Research Your Company's Policies

Experts recommend that prior to asking for a raise, you research your company's pay scale, and pay ratings procedures. This will explain any requirements that are already in place for employees to receive salary increases. Some companies require that you work X amount of time prior to being eligible for a raise. If this is the case, you may not be able to receive any additional compensation if you haven't met the requirements - regardless of whom you ask. However, some companies do not have set policies, and give raises on a case-by-case basis. Know before hand which kind of company you work for. This information may be available in your employee handbook, or on your company's website.

### Research what you're worth

You are not likely to have much success if you go into your boss' office and just ask for a random number. It's to your advantage to do research on what the average pay rate is for your position in your geographical area. This information can be found on workforce service websites.

Along those lines, it is also helpful if you go into the negotiation with a summary of why you feel you deserve a raise. For example: you just landed a large **account for your firm**; you have taken over additional responsibilities; you planned a large event and had a great turnout; etc. Be ready to back up your request.

### Be Prepared for the Outcome

In the case that your request for a raise does not go the way you had hoped, be ready to deal with the outcome. Ask if this request can be evaluated after several months, or ask what your boss feels you need to do in terms of your work performance in order to be eligible for a raise. If your request isn't immediately granted, it doesn't necessarily mean that a raise is out of the question.

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