

**Audience: Your boss/
leader/manager/parents/in-
laws**

Purpose: To request an increase in compensation

Factors to consider:

- What have you achieved or contributed recently in your role? Have you added value? In what specific way?
- How is your leader's current workload? If they are in a period of pressure or stress, now may not be a good time to make the request, and your odds of success may be low.
- What is the financial position of the company? If it is in a healthy, profitable growth mode, potential may be greater for a raise than if it is in a cost-cutting slump.
- Does the company have a timeline that highlights when raises typically happen?
- Research to determine a competitive wage for your role, as well as the average annual salary increase awarded in comparable businesses in your region or industry (search online, ask peers, check any published rates).
- If you have evidence that you are bringing value to the business, be confident when you ask for a raise. If you do not have evidence that you deserve higher pay, reflect on what you can do to genuinely impact the business profits or efficiencies.

With these factors in mind, the following script could be used or modified:

- Can we please have a conversation about increasing my compensation?
 - If no: Thank you for letting me know. Can you help me understand why? What do I need to do that will open the conversation for a raise in pay? Please know that I'm motivated and want to advance, so I'm seeking any feedback that will help me progress.

➤ If yes: Thank you. I 've summarized my work accomplishments for the last six months, as well as contributions over time in my role. For example, I implemented changes that saved the business \$____, and/or earned \$____. Also, here are my work goals and how they will benefit the business. As a result, I am asking for a ____% pay raise. Do you have any other considerations I can highlight? Any information you can provide to show how I can progress now and in the future is welcome.