

## Asking for a Raise

### 1. **Wear your negotiating hat.**

Asking for a raise (and other salary discussions) are a form of negotiation and should be treated as such...with all of the skills you bring to other important negotiations.

### 2. **Don't declare war.**

Don't draw a line in the sand. Don't threaten. It is important to approach your salary discussion as a friendly, professional experience, and expect a win-win outcome.

### 3. **Style/Approach counts.**

Understand the communications style of the person you are dealing with...and also his or her level of authority and ability to make a decision. For example, some decision makers require a lot of documentation and detailed analysis, while others prefer to move quickly to the bottom line. Some encourage a personal chat; others want to spend minimal time in conversation.

### 4. **Don't lose it.**

Keep your tone of voice, facial expression and body language neutral and professional. If you get emotional, you lose. Remain calm, and remember: this is business, don't take it personally.

### 5. **Document your value.**

Understand the bottom line impact to your company of what you have accomplished...and what you plan to accomplish. If your bottom line impact is more indirect than direct...draw a diagram that leads to the money--really! Help your boss see the importance of keeping you happy--and be prepared with responses to his or her objections. Be well-organized.

### 6. **Don't be afraid to ask.**

If you follow these suggestions the interaction will be pleasant and respectful, regardless of the outcome. You won't lose your job because you ask for a raise.

### 7. **Understand your current market value.**

Do comparative salary research to get the fair market value for your function/position/responsibilities/geography. Keep these figures as a back-up in your negotiating--if they are favorable to your position.

### 8. **Know and communicate company priorities.**

Know the current priorities, values and challenges of your company--and emphasize those of your accomplishments that align with the most important priorities.

### 9. **Be creative.**

Consider asking for rewards other than a higher salary, such as additional vacation, a company car, a bonus, stock options, fewer hours, flex-time, etc.

And...one more tip: practice, practice, practice

Ask a friend or family member (not a company colleague) to play the part of your boss as you ask for your raise. It helps.