

## **“Asking for a Raise”**

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**“Asking for a Raise”** is something many people find difficult to do for a host of reasons. Some of their reasons are valid. Most are invalid.

If the employer has a formalized Career Development Program, it will include a Salary Administration Policy. If this program is adhered to fully, you should not need to ask for a raise. Your compensation will be administered in accordance with the published guidelines and that is likely as good as you will do.

If the employee must earn more money to support his family and the employer has no formal policy or does not adhere to the one it professes to have, the employee's choices are fourfold: 1.) obtain a 2<sup>nd</sup> job; 2.) ask for and obtain a raise; 3.) locate another place of employment; or 4.) become self-employed.

**“Asking for a Raise”** is actually a negotiation between the employee and the employer. Prior to beginning the negotiation (by asking for the raise), the employee should become as knowledgeable as possible about the factors which will influence the employer's decision-making, including:

1. Does the employer now need more or fewer people doing what you do?
2. What is the 'going rate' for your position in your locale, industry-wide?
3. Have you met or exceeded the productivity expectations for your present position and can you prove this?
4. Are competitors hiring now and how does the compensation offered compare to what you plan to request?
5. Are you prepared to leave the current employer?
6. Have you confirmed the existence of employment elsewhere at or above the level of compensation you are seeking from your current employer?

Once you have gathered the needed information and prepared yourself by adopting the 'walk away philosophy', discuss the matter with your employer and accept its decision or prepare to pursue other possible resolutions.