

Quick Question-Parent

Have you ever had to ask for something that you really wanted, but were worried you wouldn't get? How did you prepare to ask? What were the results?

Name: _____

Worksite Reflection

What was something that happened at work this week? (an event, a problem, an interaction, a success, etc.)

Administrative Questions

Is your phone number the same? YES NO
 Do you have active phone service? YES NO
 Is everything at work satisfactory? YES NO
 Are you getting enough hours? YES NO
 If you selected NO, explain:

	POINTS	EARNED	On time	Late
Journal	5		Date turned in:	
Scenario	5		Weeks late (points off):	
Question	5		Final Score:	
Reflection	3			
Admin	2			

When's the Right Time to Ask?

It's not uncommon to want a raise. When you ask for one, you should choose your timing carefully. Ask yourself:

How is the financial health of the company?

If your company is not doing well, it's not the time to ask for a raise. You should look for warning signs, such as cutbacks or layoffs. Check for news about your employer or industry. Do research and look at financial reports.

How is your manager's workload?

If you know that your manager is stressed, it is not the time to ask for a raise. Pay attention to your manager's moods and identify how to help them. This shows maturity and will be useful when you ask for a raise.

When is a good time of year?

In many businesses, there are times when it is normal to talk about pay. Some jobs have annual reviews of employees. If you have one coming up, your employer might already expect to discuss your pay.

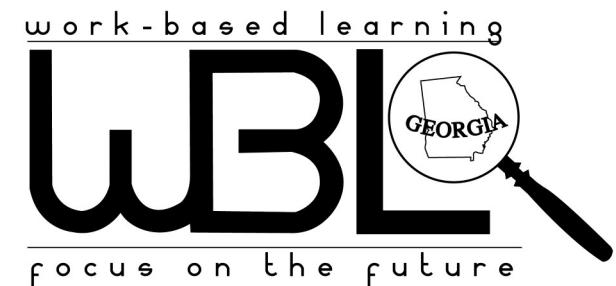
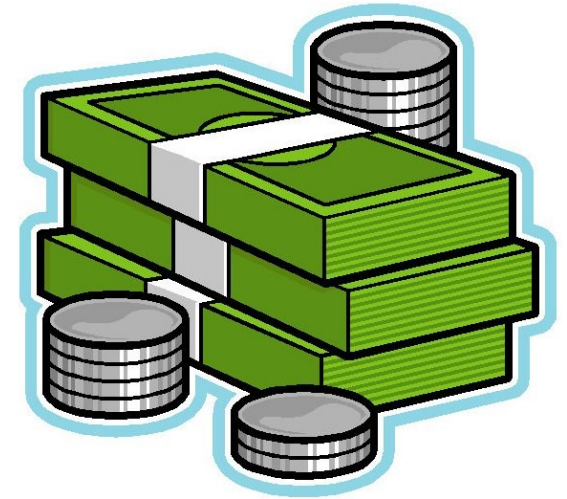
The end of the fiscal year, a 12-month period that companies use for budgeting and taxes, could be another option. At the close of that period employers are likely making plans for next year.

Have you completed a project?

If a convenient time to ask for a raise isn't coming up, think about your recent accomplishments. Have you just exceeded an important goal? This could be a good time to ask for a raise.

Be sure to document the details of the specific accomplishment. Even though your manager may be aware of your work, they may not know exactly how great it was.

How to Ask for a Raise



How to Effectively Ask for a Raise

Everyone could use *something* at work. Part-time workers want more hours. Interns want to be full-time. Hourly employees want a salary (with benefits). All paid employee can agree that a bigger paycheck is always welcome.

Ask, Don't Beg!

Your boss doesn't care that your gas is high or that prom is expensive. Don't start with why you need more money. Instead, make a case for how you've helped the company become better. You may need the money, but be clear that you deserve it.

Make A Commitment

Make your boss a few promises about how you will improve yourself and your work, so that the company will continue to benefit from you. That will show that you will be a long-lasting asset.

Reel In Responsibility

When you've been paid a set amount, your company is going to feel like they are getting more out of you. Since you probably won't put in more hours, think about how you can help the company. Remember its about their perspective, not yours.

Timing is Everything

Don't ask when you are on the clock. Schedule an off-hours meeting with your boss. Your chances increase when the company is doing better and when your boss is in a good mood. Studies say that Monday is a bad day to ask!

Gain Some Leverage

If you make yourself an invaluable part of your company, then you'll have a lot more leverage in your negotiations. Take on responsibilities that add value and have measurable results.

Make Your Pitch Count

You basically get one shot at asking, either at your annual review or at some moment when you say "enough is enough." So be prepared to make the pitch count: Don't use words like "I feel" or "I think". Bring facts.

Confidence, Not Cockiness


Always show confidence, but not arrogance. Confidence is appealing and shows your boss that you believe in yourself and your skills.

See The Pitch Differently

Think about asking for a raise as a fun, creative, and confidence-building activity, you put your focus on what you can control. All you can do is ask. Thinking about it differently helps you get rid of nervousness. As a result, when you open your mouth, you are more likely to project confidence.

Be Gracious

It should go without saying, but remember to thank your boss for his or her time. There are plenty of other things going on and the meeting and subsequent follow-up will take hours out of the day. Don't be discouraged if the answer is "No". Express that you understand—and ask if you can have another performance review in six months rather than a year. An employee that cares about work is an employee the company wants to keep happy.



DID YOU KNOW?
In a recent *Indeed* survey, only 19% of people were comfortable with their rate of pay.

Journal

Write about a time when you had to ask for something you really wanted. It doesn't have to be work related. Did you use any of these techniques? What worked for you?

Worksite Scenario

Mary asks her boss for a raise and he says "No." Mary truly feels like she deserves one and is upset by his answer. What should she say to him?
