

**Work. Grow. Sustain.**

# How To Get A Raise

Presented By  
Shaniqua Greene  
(Retention Associate)



# Agenda

- Introductions
- Ways you can support asking for a raise
- Recommendation how to ask for a raise techniques
- Guest employer speaker Lina Viva
- Raffle

# Steps to take to better your chances of getting a raise

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**Always look for ways to improve your current skills**

**Be confident in yourself and your own self worth**

**Record your accomplishments**

**Do your research**

**Choose the right time to ask**

**Prepare for objections**

**What if they say yes**

**What if they say no**

# Always look for ways to improve your current skills

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- **Be open to learning new skills**

When you see new opportunities to learn new skills, go for it! If there is something in the company you want to learn to do and you see the opportunity to learn those skills in a special project or a new assignment, take the opportunity.

- **View challenges as a great opportunity to learn**

Anything that feels too easy, is probably things that you already know how to do, and you are not likely to learn much from it. Be willing to take risks, and put yourself in challenging situations where you may not be good at first but you will eventually improve on a particular skill.

## **Be teachable**

- You should be constantly absorbing more information, asking for help and looking for ways to improve. Someone who is teachable looks at other's opinions as valuable learning tools, and not as a possibility of being wrong. They take action and make changes where necessary. When you are teachable you listen to the input from others around you and continually use it to improve yourself.

# Be confident in yourself and your own self worth

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## How is an employer going to feel comfortable giving you raise if you're unsure yourself?

The way you act during a raise conversation is just as important as the tone of the voice you use, so be sure that you balance **Confidence**, **Graciousness** and **Enthusiasm** for the work you do.

- **Be Confident**- Nobody cares more about you than you do. Don't be afraid to step up and ask for what you deserve.
- **Express Gratitude** - Express gratitude and appreciation for what you currently have at the company is a gracious and professional preface to ask for more money.
- **Express Enthusiasm** - Share excitement for your future goals, and for goals of the company, as a way to show you're invested in doing your job well.

# Record your accomplishments

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Recording your accomplishment puts you in a better position to ask for a raise when you're ready and also gives you specific references to cite if you encounter disagreements about your performance.

Find a way to record your accomplishments that best suits you - journal, a notes app on your phone or even a spreadsheet on your computer.

Here are some examples of accomplishments you can track:

- Completing tasks and projects on time and how you did it: Track any and all projects and tasks, even ones that you think are small
- Exceeding expectations: Track times when you exceeded expectations and why
- Winning an award: Awards show your value as well as what others see in you, especially when they're specific to your industry or company
- Overcoming pressure: Include anytimes when you were under pressure and still succeeded in meeting your goals
- Money you save for the company: list any examples or methods you used to save the company money
- Earned a certificate or degree or took a training: Anything that would add value to your current role

# Do your research

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## Do your own research so your manager doesn't have to

- One of the best ways to ask for a raise is to validate your request with support based on the market. That may mean talking to people who have done your job at similar companies, companies who hire for your role, or even colleagues who your close with. It's the best way to know what the market rate is for your role and to ask for it with confidence.
- Take a look at job boards for other similar roles with similar responsibilities that are currently hiring, and compare your salary to the salary range of what other companies are offering. This will give you a clear target of what to aim for when asking for a raise.

**Here are some websites you can use:**

[Salary.com](https://www.salary.com) [Glassdoor.com](https://www.glassdoor.com) [Payscale.com](https://www.payscale.com) [Indeed.com](https://www.indeed.com) [Salarylist.com](https://www.salarylist.com)

# Choose the right time to ask

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Knowing the right time to ask for a raise can be a deciding factor on whether you get it or not.

Here are a few questions to ask yourself:

- How long have you been in your current position?
- When was my last raise?
- How are your organization's finances, has there been budget cuts, layoffs or reduced hours?
- You've received consistent recognition?
- Are you exceeding your expectations? or just meeting them?
- Are you making less than your colleagues?
- There's no performance review coming up anytime soon and no set schedule for raises?
- When does your company's new fiscal year begin?
- Pay attention to when your manager is at their calmest and most content. Choose a time when they aren't busy and schedule a meeting in advance.



# Prepare for objections

You must come prepared for objections when asking for a raise. More importantly, you need to practice how you will overcome objections. Here are some examples:

- **We only give raises at the end of the year**

They expect you to say “okay” and walk away. But if you lean in and reiterate the fact that this isn’t about a yearly merit increase. This is about getting your salary in line with what other companies are offering in your field. It will change the entire dynamic of the conversation. So in this situation, remind them that you’d like to have the conversation now so that we can get this in line with the market.

- **We don’t have room in the budget to give you a raise**

There is a reality that they may have room in the budget that they’re not telling you about. For example, some managers have discretionary funds allocated to them to spend however they see fit. So that’s one option. The other option is to remind them that this is a competitive job market and you just want to be paid fair market value.

- **No one else makes that type of money here**

This argument is irrelevant because this isn’t about everyone else. It’s about you and the work you do. You need to value yourself, and you need to know that you can bring things to the table that no one else can. Respectfully, share with your manager that you can “appreciate that” but we aren’t talking about everyone else.

# Prepare for objections continued.....

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- **You're already at the top of the pay scale for your position**

If your manager tells you that you are already at the top of the pay scale for your position, then maybe it's time for a new position? Work with your boss to set up a new role with increased responsibilities and pay.

- **It's not my decision. I'll run it past my boss**

This is a in-between response. It's not a "no", but it's not a "yes" either. In this situation make sure you set a date to follow up. The fact that your manager is going to their boss could be a good thing. You need to make sure you stay on top of it. The other thing to consider is who the real decision maker is. Keep this in mind for the future.

# What if they say YES?

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**Congratulations, your request for a raise was successful, but your job isn't done yet! Here are a few additional questions you'll need to ask and steps you'll need to take:**

- Make sure you send a follow up email thanking your supervisor and letting them know how appreciative you are of the new raise. Mention some key points you talked about during your meeting, make sure to ask for a follow up meeting to discuss:
  - What are the new responsibilities that will come along with this raise?
  - How much will my raise be?
  - When should I expect to see my pay increase?
  - Keep working hard and exceeding your expectations. Just because your boss agreed to a raise doesn't mean your work ethic should decline, keep up that same momentum.

# What if they say NO?

## Things didn't go as planned? Don't be too hard on yourself, you gave it your best effort

- Stay calm if your raise request was denied. You don't want to create any unnecessary tension between yourself and your supervisor
- Ask why you were not given a raise, there may be a really good reason why you were turned down for the raise.
- Focus on the future, once you've figured out what went wrong and why you didn't get the raise, formulate a plan to make sure you are successful the next time you ask. Work with your supervisor to make sure you are focusing on the right goals and areas that need improvement. You don't want to spend time working on the wrong area.
- Continue to be persistent and consistent, always work to make sure that you stand out from others.
- Ask for other benefits like additional time off or the option to work from home.
- If your boss is unable to tell you why they declined to give you a raise, it may be time to look for a new job. Sometimes you either have a bad boss or company and no matter how good of a worker you are they may not be willing to give you a raise. You should do what's best for you and that might mean moving to a new opportunity.

# Employer Partner Guest Speaker

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## Lina Viva LV Maintenance Inc.



Raffle!!!!!!!!!!!!

# Upcoming Event

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**\*\*\*\*HOPE Awards! Save the date\*\*\*\***

***HOPE will have its annual Awards Ceremony on Wednesday, July 28th  
from 6-8 PM***

***Graduates, Partners, Volunteers and Employers  
will be honored during this event.***

***RSVP today!***

***<https://forms.gle/iPb9ep9xtBsmDCiF6>***

# Job Club/ Training Offerings/Incentives

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**Job Club takes place weekly - Tuesdays at 10am**

**Check email for latest job leads**

**HOPE offers trainings - SST, Osha 10, Osha 30**

**Incentives for:**

- **Employment**
- **Referring students**
- **Referring jobs**



**Thank you!**

**THE HOPE  
PROGRAM** 