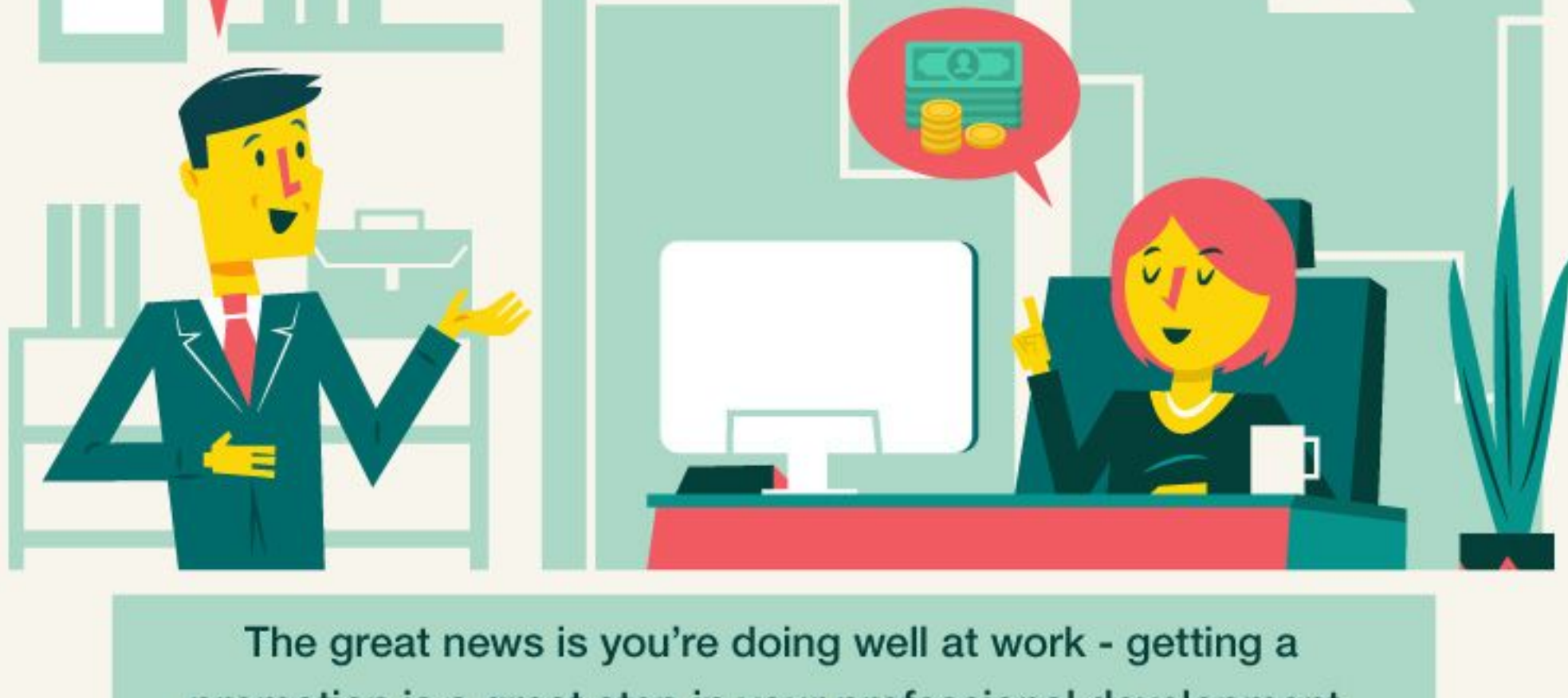


# HOW TO NEGOTIATE A SALARY RAISE

## with your promotion



The great news is you're doing well at work - getting a promotion is a great step in your professional development. **Congratulations!** You now need to learn the art of salary negotiation in order to get paid more for the work you do.



## ARE YOU HAPPY WITH YOUR SALARY?

Most of us, at one point in our career, have felt we deserve more for the work we do.



52%

OF BRITAIN'S EMPLOYEES ARE UNHAPPY WITH THEIR RATE OF PAY

CURRENTLY:



57%

OF LONDON BASED EMPLOYEES ASKED FOR PAY INCREASE IN 2015



If you feel you **deserve a pay raise** due to extra responsibilities you've been given, then the following tips will help you negotiate the salary you deserve.



## PREPARATION IS KEY

Before jumping in to a meeting to discuss the issue with your boss, prepare as much as you can to support your case.

### KNOW YOUR WORTH

1 We'd all love to be earning 6 figures, but if that isn't a realistic salary for your role, don't ask for it. Instead:



- ✓ **Search on LinkedIn** for similar roles to get a benchmark salary for your job.
- ✓ Use an **online salary checker** to research your market value.
- ✓ **Calculate the replacement cost** to the company if you were to leave.

### CHOOSE YOUR TIME WISELY

2 Asking for a raise can be a sensitive subject, so you should preschedule time with your employer to have an in-depth and private conversation.



- ✓ **Avoid the busiest time** of week when arranging a meeting with your boss.
- ✓ **Schedule a meeting after lunch**, when your employer is most likely to be relaxed.
- ✓ **Find a meeting room or go off-site** - this conversation is one that shouldn't be disturbed.

### CONSIDER YOUR EXPECTATIONS

3 Before you begin, you should have the end goal in mind, and have thought through your options if the answer is no.



- ✓ Prepare for **possible outcomes beforehand**, and decide on what you will settle for.
- ✓ Consider more paid holiday or a gym membership as **alternatives to a pay rise**.
- ✓ Avoid giving an emotional ultimatum in the form of a **resignation**, unless you are committed to that decision.

### GATHER A PORTFOLIO

4 The best time to negotiate a rise is after a period of consistent performance, which will make you the obvious candidate for an increase.



- ✓ **Collate all targets** you have met over the past 6 months into a report.
- ✓ If you're multi-skilled and work across departments, put together a **portfolio** of your responsibilities across them all.
- ✓ **Make a PowerPoint presentation** outlining these achievements in case your boss is not the sole decision maker in your salary.

## NOW'S THE TIME TO NEGOTIATE

The conversation with your employer should be well structured, with you in the driving seat.

### FRAME THE FUTURE

5 As far as your employer is concerned, the only reason they would pay you more is if you were to deliver more in the future.



- ✓ **Outline what you plan** to do for the company going forward.
- ✓ **Provide clear examples** of how you will develop yourself and your position.
- ✓ If you have **innovative ideas** for efficient working or money saving practice, tell your boss.

### ASK OPEN QUESTIONS

6 Asking your employer lots of open questions will give you a better idea of what they are looking for.



- ✓ **Don't ask yes or no questions** as these immediately limit responses.
- ✓ Use **who, what, when, where, how or why questions** at all times.
- ✓ Ask your boss where they see **your position** going in the future - this will help you tailor your capabilities to their needs.

### REMAIN SILENT

7 Most of us are uncomfortable with silences and feel compelled to fill them whenever they arise. However, in the midst of a negotiation, silence could be your best friend:

- ✓ **Don't feel obliged to answer** right away when being made an offer.
- ✓ Staying quiet will enable you to **remain calm** and gather your thoughts.
- ✓ Often, your employer may rush to fill the awkward silence with a **counter offer**.



Although it appears daunting, asking for - and getting - a salary pay rise in line with your promotion can be a straightforward process. Make sure to prepare well and handle yourself as effectively as possible.

So put your negotiation skills to practice, and get the pay rise you deserve.



**REMEMBER, EXTRA RESPONSIBILITIES MEANS YOU'VE EARN'T IT!**

### SOURCES

Bunkham, T. (2015). How to negotiate a pay rise. [reed.co.uk](http://reed.co.uk)

Business Insider. (2013). 6 tips for negotiating a pay raise. [businessinsider.com](http://businessinsider.com)

Camp, J. (2007). 10 mistakes to avoid when negotiating a raise. [cio.com](http://cio.com)

Goldhill, O. (2015). How should you ask for a pay rise? [telegraph.co.uk](http://telegraph.co.uk)

Hedges, K. (2013). How to negotiate a higher salary. [forbes.com](http://forbes.com)

North, S. (2013). How to negotiate a pay rise. [theguardian.com](http://theguardian.com)

Mir, N. (2015). Over half of Britain's employees are unhappy with their salaries. [adzuna.co.uk](http://adzuna.co.uk)

Robert Half. (2016). Negotiating a pay rise with your current employer. [roberthalf.co.uk](http://roberthalf.co.uk)



This image is licensed under the Creative Commons Attribution-Share Alike 4.0 International License - [www.creativecommons.org/licenses/by-sa/4.0](http://www.creativecommons.org/licenses/by-sa/4.0)

