



Negotiating a Pay Rise Checklist

The key to successful negotiation is smart preparation. Knowing the market-value of your role, quantifying your contribution to the company, and having a clear idea of what you want is essential for confident negotiation.

Follow the steps below to present a reasonable and persuasive case for your next pay rise.

Step 1: Research Your Worth

To find out what your role is currently worth:

- Benchmark your existing rate of pay with average market rates. Visit the Michael Page Salary Centre for an indication based on your sector, location and experience
- Talk to your recruitment consultant and people in the industry for guidance
- Scan similar jobs on the internet.

Step 2: Understand The Context

It is important that you appreciate the conditions within which your company is operating.

- Is your industry booming or experiencing decline?
- Is your company's financial performance strong or are belts tightened?

Researching these factors allows you to enter into pay rise negotiations from a holistic, well-informed viewpoint.

Step 3: Determine Your Value

To negotiate a pay rise from a strong position you must clearly quantify the value you add to the company. The goal is to position yourself as a valuable, high performer who would be difficult to replace.

- Note down any recent training or qualifications you have completed
- Quantify your key achievements and the measurable ways they have benefited the business
- Include examples of responsibilities you have taken on outside your normal role
- Highlight other ways in which you have demonstrated initiative.

Step 4: Practise Your Pitch

Rehearsing a strong, convincing rationale for your request will increase your chances of success. To determine your negotiating position:

- Use your research to determine your ideal figure (including benefits)
- Determine the minimum you would accept
- Practise your pitch with someone you trust to gain feedback on whether you are presenting yourself in the best possible light.

Step 5: Ask For What You Want

At the pay rise meeting:

- Remind your manager how long you have been in the position, and how your role has developed over time
- Talk about your key achievements and the measurable benefit they have given the business
- Share your research findings as to the current industry rate for your role and experience
- Emphasise that you do not want an answer on the spot; you appreciate they need time to think it over
- End with a 'thank you' and your confidence that they will do their best for you.

Step 6: Have a Contingency

Getting a pay rise depends on many factors, including issues outside your manager's control. A good contingency is to discuss alternatives that are linked to improving your performance, such as time off to study or internal training. Presenting a well considered non-pay alternative means you are more likely to walk away from the discussion with a positive outcome.