



It is natural to want to be rewarded for the work, effort and success you make in work. This is why it's one of the more emotive issues in any business. It starts with a base package that reflects your role and skills, but may also include the opportunity to share in success, earn bonuses, or see a salary increase as you progress not just at annual reviews.

Employers can approach pay in multiple ways from fixed scale rates for various levels of employees, one annual review for everyone or a route of pay progression that is unique to each employee.

If your employer does not then you are entitled to ask for a payrise. Leaving a job you enjoy because you feel you are being paid less than you deserve is the easier option so you do not have to deal with it but the pain and uncomfortableness of asking your boss for a payrise can be worth it.

No matter how it happens, how you approach it is the same.

To help we thought we would share with you our thoughts and view to help give you an insight from an employer's perspective.

Preparation

Before you approach your employer there are a number of things you need to do first to ensure that the meeting goes smoothly and you get the outcome you're looking for

- Do some research into what people in similar roles to you are being paid. This could mean involve some internet research. Find jobs being advertised in the local area with similar responsibilities and create a file with your evidence of the 'going rate'. Naturally you only want to highlight roles being advertised at the desirable salary, or higher
- Put yourself in your bosses shoes and pre-empt what their views might be and consider your response. Ask yourself, how will they review you? How will your colleagues review you? These could be to do with your performance, the company performance or company standards (i.e. annual pay rises are awarded in April.). Practise your answers as to why a rise should be considered given those factors. It's important to say that not all businesses follow this approach for instance at Mark Holt & Co it is a two way street. We agree together the development path and as you progress pay rises will occur.
- How much do you want and what will you accept? Consider what your minimum salary increase would be, aim a little higher on the basis that your employer may try to negotiate you down.

Timing

You need to time the conversation to ensure maximum chance of success. Would it be better to talk to your boss at the end of the month/quarter or year when there is a clearer idea of your and the company's performance and profits? Schedule a 'proper' meeting for a time of the day/week where you can talk in private and won't be interrupted.

The approach

- Be calm, clear, courteous and professional
- Take a deep breath
- State clearly the reasons you want a rise and why you feel you deserve one. Make sure that your reasons are related to your commitment, performance and your value to the company.
- Steer clear of any emotional or non-work related reasons (I've moved house and my travel is now more expensive, I've been here for a year now and I feel I should have a more money, or I need to buy a new house). They are invalid when it comes to salary negotiations. You need concrete reasons why the company should be paying you more!

Evidence

Provide evidence of why you should get a pay rise. This should include your research (if relevant) into similar jobs, and what they pay, in the local area, testimonials from customers, league tables showing your excellent performance, paperwork from your 1-2-1's, new relevant qualifications you have gained or such like.

Listen

Listen to, and understand, the response. There are likely to be 3 outcomes.

1. You'll be given a rise – if this is the case, congratulations!
2. Your employer will want to consider all you've said and will get back to you, so you'll have to sit tight. Agree a timeframe for when you'll get an answer.
3. Your request for a pay rise will be rejected. If this is the case, find out why and then agree some action that you can take, or some goals/targets to hit, and agree a date for this to be reviewed. At this stage you can then either decide to work towards the agreed targets or if you feel the decision was unfair and you're feeling undervalued you can choose to look for another, better paid, job.

Follow up

Follow up with an email to thank your boss for meeting with you and summarise what has been agreed, including any action to be taken by either party.

Important to note

1. Remember pay is only part of the package an employer offers you. Evaluate the whole package you get for example: Parking, Perks, Benefits, Flexibility and more.
2. Pay should reflect your contribution and value you deliver to the business.

Our job and salary are closely linked to our self-esteem and feelings of satisfaction. Feeling undervalued can have an impact on performance at work as well as the knock on effect into our greater lives. Make sure you're happy at work, whether your issues are with salary, conditions, support or anything else you're better to address them rather than accept them.