

# Negotiating a Pay Raise

**Is it the right time?** *If you can check at least two of the boxes, find a good time to schedule a meeting.*

- I consistently exceeded my goals that have driven company revenue.
- I have taken on new responsibilities outside of my current job .
- My company has recently reported above average earnings.

## Sample email

Subject line: Meeting Request

Good morning \_\_\_\_\_,  
*your supervisor*

I hope you're doing well! I'm reaching out to set up a 30-minute meeting to connect and review my compensation. Next week I'm available \_\_\_\_\_.  
*your availability*

Open to looking into the following week, whatever works best with your schedule, I'm flexible!

Thanks in advance.

← *Be personable and approachable, but direct*

← *Ask for no more than 30 minutes of their time*

← *Keep the email short*

## Prepare for your meeting

### KNOW YOUR NUMBERS

My current salary: \$ \_\_\_\_\_

How long in this position/pay: \_\_\_\_\_

Research shows my position in my area earns:

\$ \_\_\_\_\_ - \$ \_\_\_\_\_ Average: \$ \_\_\_\_\_

My company has published a range for my position of: \$ \_\_\_\_\_ - \$ \_\_\_\_\_ (if any)

*Average negotiated salary requests in the U.S. are 10-20%. Would a raise in that range fall within your company's published range? Does it align with your research? Consider and determine your negotiation range and write it here:*

My negotiation range: \$ \_\_\_\_\_ - \$ \_\_\_\_\_  
*you'd be happy      you'd be thrilled*

### KNOW YOUR WORTH

- Create or consult your “smile file” of recent professional accomplishments.
- Review your job description and compare your current responsibilities.
- Outline your points.
- Decide if you're prepared to discuss alternatives to pay such as flex time, paid time off/vacation days, stock options, remote working opportunities.

## PRACTICE YOUR PITCH

- Write an assertive 2-3 sentence pitch to start the conversation off right. Consider adapting the below sample pitch to work for you.
- Meet with a friend or mentor to practice the negotiation conversation. After your pitch, practice the possible questions and topics that could come up. Keep it conversational. Remember it's a conversation and negotiation, not an ultimatum.

### Sample pitch

“Thanks for agreeing to meet with me today to discuss my current compensation package.

I love working here and can see myself growing within the company. In the last year, and during my \_\_\_\_\_ year tenure,

I \_\_\_\_\_  
*list accomplishments using action verbs (i.e. directed, implemented, launched)*

This work resulted in \_\_\_\_\_  
*results that show your value to company*

For these reasons I'd like to be considered for a pay raise.”

*Use the sandwich method!*

← 1. Compliment/thank the company

← 2. Relate your job to the company's success

← 3. Ask if it is a good time to discuss compensation based on your performance

## During the meeting

### Reminders

- Stay calm, positive and professional. Be open to suggestions.
- Show your supervisor what's in it for them.
- Let them make the first move. (They may offer you more than you had in mind.)
- Ask about their timeline for next steps.
- Always leave meeting on a positive note. Thank them for their time and consideration.

## After the Meeting

- Thank your supervisor in an email, including a summary of your conversation.
- If you're still awaiting an answer, wait until the agreed upon timeline to follow-up via email.



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