



You want a raise, but don't want to ask for it in a way that gives the impression you are pushy, selfish, or unpleasant. Here are some tips for asking in a way that makes the right impression.

1. Watch how successful and unsuccessful people in your organization interact. You can learn from both types of colleagues.
2. Outline the reasons your request is appropriate and fair, your accomplishments, comparable compensation levels, and future potential. Then practice presenting these points in a coherent, compelling, and friendly manor: clear, articulate, and forceful, but also engaging and obviously proud of and committed to the organization.
 - You need to feel confident, certain of your value, and fully in control of the facts. You can't feel this way if you are anxious, apprehensive, or ill at ease. So you need to practice, power pose, and mind prime before you ask.
 - When asking for a raise, you are the issue, so keep the focus on your abilities, accomplishments and contributions. Use statements such as "The XYZ projects I headed up _ for the company." "I have expanded my team's reach, efficiency, and expertise by _____." And "I completed the ABC training program and the leader stated that I _____."
3. Prepare your written materials well in advance. Give yourself time to review, edit, and rewrite if necessary. Be sure your written materials are succinct, distinctive, and unambiguous in presenting a strong justification for a raise.
4. Remember that your nonverbal behavior during your presentation communicates a great deal about you. Your

posture should be erect, your gestures controlled and expansive, your facial expression pleasant and attentive, and you should be making direct eye contact with whomever you are addressing. Your body language should be that of confidence, strength, and authority — regardless of how pleasant, reasonable, and accommodating your actual words might need to be to make the right impression.

5. Be prepared to stand your ground if you get push-back. Do not become provoked, angry, or upset. Calm is good; emotional is bad.
6. If you have provided third-party recommendations, be sure they stress your agentic qualities — competence, decisiveness, independence, and ambition — not communal qualities — warmth, concern for others, and modesty.
7. If you are turned down for the raise, first ask for alternative benefits — more responsibility, an increased expense account, special training opportunities, etc. If you are turned down on this request as well, smile and say "I'll be back when I have accomplished even more," and ask for suggestions to assure that next time you won't be turned down.

Share Your Questions
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