

Pay Rise Conversation Script Examples

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Get A Better Raise Today

Increase Your Salary Today

Example Scripts For Asking
Your Boss For A Raise



Get The Pay Increase You Deserve!

1 - The Steps to Take

The steps to prepare I suggest you take:

1. Read the scripts in this booklet
2. Use a structure you feel most comfortable with and write out what you want to say. Use your words and language so you will be more relaxed when speaking
3. Translate your script into bullet points. You can use these as prompts if you need them in the meeting. You don't want to actually read a script during the meeting.
4. Practice your request – speak it out loud at least 5 times - using your bullet points as prompts (not your full script).
5. Prepare your job adverts, recruiter information, the financial impact of your achievements etc so that you can hand quick summaries or examples to your boss during the meeting
6. Book in a meeting with your boss

I hope your pay rise conversation goes very well!

2 – Things To Avoid Doing

- Don't expect to get a pay rise because of longevity in the role. Increasing the value you provide is what counts – through better outputs, better results or doing more.
- Don't issue “ pay more or I will leave” threats. Hinting is okay, stating you will leave is not usually very constructive.
- Don't put your manager or colleagues down. Talk using positive statements, not negative statements
- Don't ask for a pay rise every few months. Wait at least 6 months since you last asked. Ideally, you should ask after you have delivered some significant value to the business – a great project, some great results etc.
- Don't ask for a pay rise in public. Always book a private meeting room.
- Don't put your manager on the spot if you can help it. Always expect them to go away and come back with an answer or offer.
- Don't be insulted if you are offered a compromise pay rise – something in between your original salary and what you asked for
- Don't try to make your boss feel guilty etc

Example Script 1

Context: Strong relationship with manager and highly thought of employee

Thanks James for meeting with me to discuss my pay. It has been over a year since my last pay raise, and I have delivered 3 high profile projects for the business which are currently reducing costs by over £1m per year.

I have also pulled together a selection of live job adverts for very similar roles in large corporates, which all have salaries £20k or higher compared to my own. Here they are.

Over the last week I have also called 4 different recruitment consultants to better understand the market and what would be a realistic salary to expect for a person with my track record of successful project delivery. They are quoting £20-£30k plus high bonuses. Here is the list of contacts I have spoken to.

I appreciate the politics around increasing salary at this stage in the year. I would like to get a £10k salary increase as a minimum, but ideally, I am looking for £20k. I would also like to negotiate the bonus percentage and the criteria for earning the bonus.

What are your initial reactions and thoughts?

Example Script 2

Context: Okay relationship with a difficult boss

Thanks Mark, for meeting to discuss my salary. I know I am currently being underpaid for the job I do. I have undertaken some research to share with you:

Firstly I have reviewed comparable jobs in the market at the moment, in similar sectors and locations. These are all paying between £10,000 and £20,000 more than my role plus have large bonuses. Here are 5 examples.

I have also spoken to 4 recruitment consultants about the jobs market and salary expectations to gauge pay levels for my role. The lowest salary level quoted by the recruiters was £85,000, with a 30% bonus. Others were higher.

I appreciate that you want to keep costs as low as possible. The cost of recruiting a replacement person would be high plus you would have to pay these levels to attract a replacement. This would leave you budget a lot worse off then increasing my pay in line with the market.

You have told me on a number of occasions that I am doing a good job and you rated me 4 exceeds expectations in my last appraisal.

Please would you increase my salary by £15,000 and increase my bonus percentage by 10%? I don't want to leave but the pay differential is too large to ignore.

Example Script 3

Context: Given a standard salary uplift despite impressive results delivered

Thanks, Sabrina, for meeting with me to discuss my pay. Thank you for the proposed £500 increase in salary, which I think is the standard increase being given to the whole team.

From the team KPIs that you circulate, I note that I am successfully processing twice the claim value compared to the team average and more than twice the volume and have less than the average error rate.

After speaking with my colleagues, I don't think the claims I deal with are particularly different or easier than they have. In effect I am doing the work of two average people in the team, yet this has not been recognised in my pay raise.

I have also spoken to a couple of recruitment consultants who have told me that I could get at least a £2,000 salary increase by moving company. I would very much prefer not to leave your team.

Please would you consider increasing my salary by at least another £500 and preferably by £1,000. If increasing the salary is a problem internally, would you consider a bonus of £1,000 instead? This would be a lot less cost than recruiting a new person

Example Script 4

Context: Good relationship with manager, mutual trust, manager is a fair individual

Thanks Debbie for meeting with me to discuss my salary. Please would you consider increasing my salary by £5,000 to £43,000. I appreciate that you will have to talk with others about this raise.

I have prepared some useful comparisons and supporting data to help you understand the value I am creating, which you will hopefully find useful in these conversations.

I have compared my salary to similar jobs in the marketplace, and as you can see from these job adverts, I am currently being underpaid by at least £5,000.

I have also spoken to these three recruitment consultants, and they tell me, if I were to move, I should be looking at a £5-7k salary increase as a minimum. They have also told me it is very much a candidate's market and getting another job offer shouldn't take long.

I have been at ABC for three years and am very keen to stay longer assuming we can come to a sensible agreement on pay and my development going forward.

I would also like to take you through my top 5 achievements delivered over the last year which demonstrate that I am adding in excess of £300,000 in value to this company as a minimum. My best achievement to date is... [and go on to describe each achievement briefly].....

I hope all this demonstrates that I deserve at least a £5,000 salary increase. Do you have any initial thoughts on my salary request?