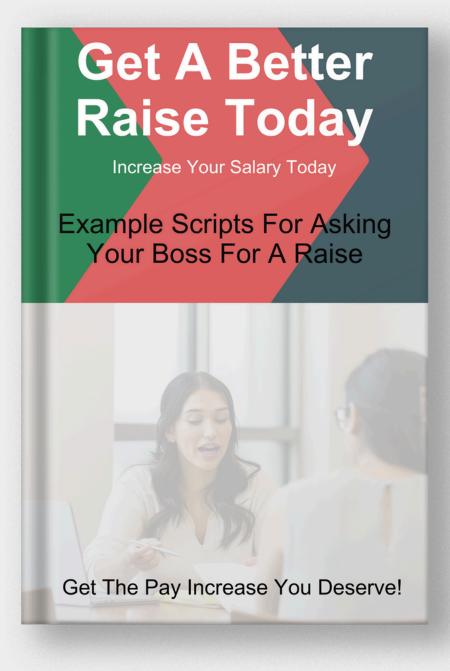
Pay Rise Conversation Script Examples



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 load 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?

enhance

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?