

Show me the Money! How to Negotiate a Pay Rise

The average industrial wage has been falling in Ireland over the last three years. In the face of such a downward trend, convincing your boss to give you a pay rise can be a challenging and somewhat daunting experience. The following five stage process will help you pitch a convincing case for a fatter take home pay.

Timing

Schedule a face to face meeting with your boss. Remember, timing is everything. Your manager will be more receptive to your ideas if they are not under pressure to meet deadlines. Monday morning and Friday evenings tend to be no-nos. Be sensitive to the rhythms of your workplace.....for example year ends and quarter ends tend to be manic times for many sales based organisations.

Know your worth

Have your facts straight before you enter any negotiations. Find out what your market rate is. Look at salary surveys, talk to recruitment consultants, do your research on the web. In general, the more specialised your skill set, the stronger your negotiating position.

Support your claim with strong evidence

Your boss will need to justify giving you a salary increase. By outlining your contribution to the business and the value added you have given, you will significantly strengthen your case. If possible quantify your achievements e.g. how have you helped reduce costs/ improve profit margin/ win new customers/ mentor new staff or how you have generated efficiencies through better use of the IT system. Those working in not for profit organisation need to adopt the same approach. The metrics you use may be different but you clearly need to show that you are delivering added value to your employer.

Keep your approach business like

Do not let your emotions get the better of you. Try to approach the negotiations in an objective businesslike manner. Don't confuse your own worth as an individual with the value an employer places on a particular role. It is useful to bear in mind the factors that will influence your manager's decision. These could include:

- the company's trading performance
- what precedent giving you a pay rise would set for other employees
- how easy it would be for you to be replaced at the same or less salary
- how much extra responsibility you are prepared to take on
- how much extra effort you are prepared to put into the job and how ambitious you are

Noting ventured, nothing gained

Don't be afraid of your boss saying no. If handled professionally, this meeting is a great chance for you to demonstrate your value to your boss and to show how you've contributed to the company's success. If you aren't awarded a pay rise –find out what steps you need to take to ensure you get one in six months time.

About the Author

Laura McGrath is the owner of [Interview Techniques](http://www.interviewtechniques.ie), a leading provider of interview coaching services. She has spent the last 15 years in staffing and recruitment and is a regular contributor with *Irish Jobs* and the *Sunday Business Post*.

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