

Negotiating at Work: How to Ask for More and Get It

Let's start where you are now

What are your current role and responsibilities?

What are you getting for your contributions? What more would you like?

	Current	Desired
Title		
Salary		
Benefits		
Bonus		
Equity		
Perks		
Total		

Value you bring to your employer

What drives your employer's business success?

What are the key business metrics by which your employer measures success?

What can you do to move the needle on these metrics?

How does your employer save money or time for the business?

How can you help save more money or time?

Let's dig a bit deeper. What other roadblocks can you clear for your employer?

Negotiating at Work: How to Ask for More and Get It

List your contributions and accomplishments. Try to be as specific as possible with context, facts, and figures.

Your contributions and accomplishments	How your employer benefitted from this

Let's think of ways you can deliver even more value to your employer.

Additional projects or responsibilities you can take on?	How your employer would benefit from this

Let's go back to what you want. How would getting more help you do a better job and benefit your employer?

Negotiating at Work: How to Ask for More and Get It

Let's make a plan of action

When would be the best time to have this conversation with your employer? Why?

Whom should you speak with about this? Is he/she the key decision maker?

How will you research and prepare?

Script

Hi _____ (employer), thanks for taking the time out of your busy day to talk to me today. I want to talk to you about my _____ (work / responsibilities / role) and _____ review my (compensation / what you want).

I feel very confident about my work as _____ (role) in the _____ (time period). I've done _____ (contribution), which helped the company _____ (benefit).

I've also _____ (contribution). I know this is valuable to our company because _____ (benefit).

Here are additional _____ (credentials / certifications / accomplishments).

Would you agree that my contributions have added value to this company? (get buy-in)

I'm invested in helping this company grow. (express mutual interest)

I would like to take on more responsibilities and expand my role. I have some ideas on how I can add more value in this new role. (present ideas and get feedback)

If that sounds good, I hope you'll consider me for a promotion and raise commensurate with my level of experience. I've done some research into market rate for this new role, and here's what I've found. (hand over benchmark reports)

(If not) What are the opportunities for advancement? What can I work on to be considered for a raise and promotion?