

# How-To Receive a Raise at Work



At some point, you are going to want a raise at work. Maybe you have been contacted by recruiters for jobs that pay more, but you would like to stay if your current employer would give you a raise. It is important to know the appropriate procedures to asking for a raise. This could determine whether you receive the compensation you deserve.

The following tips can help you maximize your raise when it is time to ask:

## Show Your Value

The most essential part of receiving a pay raise is showing your added value to the company. Prepare a list of goals that you have accomplished before entering the meeting. Your employer wants to know why they should give you a raise. Demonstrate your value through performance evidence.

### Examples of Added Value

- Cost Saving Report
- Staff Development
- Important Projects Achieved
- Productivity Improvement
- Customer Service Reviews

# **Read Your Employee Handbook**

The employee handbook outlines when pay raises are granted. If your handbook states that pay raises are granted annually then you should not expect a meeting until the appropriate date. Some pay raises can vary based on performance. In that case, prepare a value report.

## **Talk About the Future**

Your employer will probably ask you about your plan for the future within the company. Have a plan of other projects and improvements that you would like to achieve. And if you've been contacted by recruiters about other jobs that pay more, tell your employer about the calls and ask them if you might be able to get a salary adjustment. But again, make sure you can show how you've added value.

## **Be Prepared to Hear “No”**

There is always the chance that you will hear “no” in response to a salary increase. A “no” does not mean that you will not receive the raise at some point. Usually your employer will respond with improvement that they would like to see before providing the raise. Listen to their constructive criticism so you can receive the raise in the future. And if you have been getting calls from recruiters for other higher paying opportunities, getting a “No” on your request for a raise may indicate you may want to talk with these recruiters to see what your options are.

## **Timing is Everything**

Use common sense when you are asking for a raise. If you know the company is struggling financially, it is not time to ask for a raise. Instead, you should start searching for a job in a higher paying company.

You should also schedule the meeting at your employer's convenience. Send them an email requesting a meeting and be patient. You are more likely to receive the raise if your employer does not feel rushed.

# Dress the Part

Your first impression will set the tone for the meeting. There is a saying from career coaches that you should dress for the role you seek. In this case, if you want to be considered for a raise or promotion you should try to start dressing appropriately for that next level.

Take how you dress seriously, but since you are approaching your current employer you probably don't need to dress as you would for a formal interview. But make sure you look professional and be confident.

# Don't Compare Your Salary to Colleagues

It can be disappointing to find out that someone in the same job position has a higher salary. However, a number of items factor into their pay scale.

*Has your colleague been with the company longer than you?*

*Did your colleague have more job experience upon entering the position?*

*Does your colleague have more education than you?*

Do not tell your employer that you are being treated unfairly. Focus on why you deserve the raise to be taken seriously. In fact, letting your employer know you know how much your colleagues are making can create more problems for you than it can solve. Best to stay away from bringing this up.

Asking for a raise can be awkward. Go into the meeting prepared and confident for your best opportunity of receiving a raise. As a Specialty Quality and Regulatory Recruiter, I help job candidates negotiate and maximize their pay rate upon entering the position. A well planned conversation with your employer about your salary can help you determine if you have a future with the company, or if it's time to consider a change.

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# How-To Not Land the Job



You have revamped your resume, applied for hundreds of positions, and you still do not have a job. What gives?

The problem could be your interview skills. There are a variety of nonverbal and verbal cues that can immediately turn off potential employers. As a recruiter, I have seen highly experienced candidates ruin their chance of getting a job with inappropriate social cues. It's important to know what these traits are because they can be very easy to avoid.

## Answering Phone Calls or Texts

Most of us are hooked onto our smartphones. We rarely leave the house without them. While this is appropriate during our personal time, it is not acceptable to text or answer a call during an interview. The employer could feel as though the interview is not a priority. Therefore, the job is not important to you. Turn your cell phone on silent before entering the interview.

## Timeliness

We are all late occasionally. However, do not be late for an interview! If you are late for an interview then chances are that you could be seen as being late to meetings or on projects.

Tardiness can be recoverable. Call as soon as you realize that you are going to be late. Take an extra minute to compose yourself and apologize when you get to the interview.

# Confidence

The feeling of sitting across from a hiring manager can make your heart race. Nevertheless, to get the job, we need to collect ourselves and act confidently. If you panic during an interview then you will probably never land the position.

Confidence is an essential quality that many candidates fail to exude. Even if you do not feel cool, calm, and collected, there are a few ways to make you appear that way.

- Take Deep Breathes
- Sit Still
- Make Eye Contact
- Slow Your Speech and don't ramble
- Think Positively
- Don't speak negatively of current or former employers/bosses

# Interview Attire

Leave the jeans behind when you are dressing for an interview. The first impression you make will be by your attire. Dress in a way that is professionally appropriate.

## Attire for Interview

- For men: A suit- matching jacket and pants, dress shirt, tie and formal shoes (shined)
- For women: A pant suit or mid-length skirt, or dress and formal shoes
- Avoid loud colors and strong perfumes or colognes
- Clothes should be clean and wrinkle-free
- Hair should be neat, clean, and conservative

This is the proper attire for the first interview. Your second interview should still be professional but may be more relaxed depending on the company and position.

# Cursing

Cursing is a risky move during an interview. Some people do not mind the occasional curse word but for others, cursing is a deal breaker. Be safe and do not curse during your interview.

As you prepare for interviews, keep in mind that you are showcasing how you will act with co-workers in the office. Present yourself professionally for the best chance to get the job.

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# The Strategic Case for Changing Jobs



There are many deeply personal reasons to change your employment situation. However, from a purely strategic point of view, there are four good reasons to change jobs within the same (or similar) industry three times during your first ten years of employment:

**Reason #1:** Changing jobs gives you a broader base of experience: After about three years, you've learned most of what you're going to know about how to do your job. Therefore, over a ten year period, you gain more experience from "3 x 90%" than "1 x 100%."

**Reason #2:** A more varied background creates a greater demand for your skills: Depth of experience means you're more valuable to a larger number of employers. You're not only familiar with your current company's product, service,

procedures, quality programs, inventory system, and so forth; you bring with you the expertise you've gained from multiple companies.

**Reason #3:** A job change results in an accelerated promotion cycle: Each time you make a change, you bump up a notch on the promotion ladder. You jump, for example, from RA Sr. Specialist to RA Manager; or RA/QA Manager to RA/QA Director.

**Reason #4:** More responsibility leads to greater earning power: A promotion is usually accompanied by a salary increase. And since you're being promoted faster, your salary grows at a quicker pace, sort of like compounding the interest you'd earn on a certificate of deposit.

Many people view a job change as a way of promoting themselves to a better position. And in most cases that is true. However, you should always be sure your new job offers you the means to satisfy your values. While there's no denying the strategic virtues of selective job changing for the purpose of career leverage, you want to make sure the path you take will lead you where you really want to go.

For instance, there's no reason to change jobs for more money if it'll make you unhappy to the point of distraction (i.e. longer commute, no new challenges, difficult boss). On the other hand, if a job represents several other aspects that would improve your situation, then taking a job for the same money would be a good move.

The "best" job is one in which the key aspects of the job match up well with what you value in a job; whether that be career growth and advancement, smaller/bigger company environment, shorter commute or more money. Working with a Recruiter that takes the time to learn what's important to you and matches new opportunities with your criteria in mind can help ensure that your next move is the right move.