

**ASKING FOR A
PROMOTION OR
RAISE:
THE CORRECT WAY**

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ASKING FOR A PROMOTION/RAISE: THE CORRECT WAY

1. Working hard will always be critical to your career success, but you will never achieve your full potential unless others are aware of your expertise and accomplishments.
2. Promoting your skills and experience is key. Remember the old saying, "It's not what you know, but who you know."? The correct saying should be, "It's not what you know but who knows what you know."
3. By developing targeted career management and communication strategies, you can earn your supervisor's stamp of approval -- and more importantly, position yourself to assume positions of increased responsibility, even your supervisor's position.
4. Good preparation and documentation will go a long way in reinforcing your self-confidence to move forward in what may be an intimidating experience.
5. After all the preparation and effort, there is a good chance you will be turned down for a promotion at least once during your career. How you react to the rejection will go a long way toward determining if you will succeed the next time around.
 - a. So stay calm. Refrain from making unkind remarks.
 - b. Don't spread any poison. You don't want to say anything that could come back to you.
 - c. Keep in mind, "no" in business often means "try again later."
6. Seek constructive feedback and understand that your relationship with your boss and co-workers is critical to your success.

TIPS EMPLOYEES CAN USE TO ASK FOR A PROMOTION OR RAISE

1. Know your job description and evaluate it against the responsibilities you're being asked to assume to determine if job responsibilities have increased.
2. List your accomplishments. Look for accomplishments that have saved your employer money, such as finding a lower-cost vendor. Put a dollar value on your accomplishments. Documenting your accomplishments and presenting them in financial terms clearly highlights your value in language a manager will understand.
3. Find out what others in comparable jobs are paid. Do your homework. Check professional associations, career magazines, classifieds, Internet sources such as U.S. Government Bureau of Labor Statistics, your own company HR office may be a resource. Get facts and figures. Use them appropriately when justifying your request for classification/pay change.
4. Decide on a realistic amount. Before you meet with your supervisor, develop a realistic salary objective. Be clear on the amount of the raise you are seeking.
5. After you establish your financial goal, make an appointment with your supervisor to discuss salary objective. Minimize any surprises by giving your supervisor a written agenda before your meeting. This will give your supervisor time to prepare for the meeting and allows you to focus on the business at hand.
6. Be sensitive to your supervisor's perspective. She/he has budget constraints to deal with and may have to take your request to a higher authority or you may have to wait for a new budget to take effect.
7. Give your supervisor ammunition. Make it easy for your supervisor to argue your case with the appropriate authorities. Prepare well-written, concise documentation. Even if you may not be able to get a raise, perhaps an award or bonus may be available based on your accomplishments and cost saving activities.
8. Good preparation will go a long way in reinforcing your self-confidence to move forward in what may be an intimidating experience.

SOURCE: Ask the Experts – How to Ask for a Promotion and a Raise:

<http://www.collegerecruiter.com/pages/questions/question79.php>

TIPS EMPLOYEES CAN EMPLOY TO RAISE THEIR VISIBILITY

1. **Conduct a self-assessment** – Before you look for ways to promote yourself, take an honest look at your professional abilities. Do you have the requisite skills to assume a higher role? If so, what steps have you taken to build your knowledge base and keep current on industry trends?
2. **Step up to the challenge** – Volunteer for new assignments, even those considered unpleasant or risky. This is an excellent chance for you to demonstrate your leadership ability and secure a solid platform for your ideas.
3. **Assert yourself** – Show your enthusiasm and interest in the company by actively participating in office discussions. Before you attend meetings, review the agenda and prepare a few points of interest on the topics at hand.
4. **Exercise your bragging rights** – Remember, in many cases, the most important factor is who knows you. Imagine that the executives in your company are having a meeting to decide who will work on an exciting new project. Would anyone in the room mention your name? Do any of the key people know who you are and what you've accomplished? If not, you've got some self-promoting to do.
5. **Accept credit graciously** – When someone compliments you for doing an outstanding job on a project, how do you react? If you typically shrug it off and say, "It was nothing," you may be leaving the door open for someone else to steal your thunder. A much better response would be, "Thank you. I'm really glad my hard work paid off."
6. **Shoot the breeze** – Do not underestimate the importance of attending company gatherings, such as annual barbecues or holiday parties. But do more than make an appearance. Take time to talk with people throughout the company. Through these informal events, you can develop camaraderie with other employees and make valuable new contacts within the organization.

SOURCE: Six Ways to Win a Promotion, By Robert Half International, © 2007, Career Builder, <http://www.careerbuilder.com>