

RAISE OR PROMOTION?

There are four steps to recognize when requesting a raise or promotion, according to Haldane's book, *Career Satisfaction and Success*.

1. Be sure you have earned it.
2. Be sure your boss knows you have earned it.
3. Be sure s/he knows you know you have earned it.
4. Be sure s/he knows that you know s/he knows you have earned it.

This is complete communication, not double talk. It deals with the "squeaky wheel gets the grease" principle. That's a tough way to get your results.

It is better to keep records of the best things you do in your job. Record them in a Career Management notebook at least monthly. Review and revise them every quarter. Think back to the last time you were given a raise or promotion - facts in your career management book will enable you to be sure you have earned it.

List your contributions to your job carefully, with proof. If you must, describe your job - and its difficulties - at that earlier time. Now you know what was going on at the time of your earlier pay, and how you have changed your worth on that job.

Arrange what you have written on one page so that it can be quickly read. Then speak to your boss, telling him or her you've been studying the kinds of things you do to show you've been earning your pay. Tell your boss that you'd appreciate him or her going over it and correcting it. (If you ask your supervisor to correct you, he or she is unlikely to say "no.") Then make an appointment about a week ahead, and say you'll give your boss your study in the next day or two. (Deliver the report as promised.)

When you meet with your supervisor, be sure that you also have a copy of what you've written, and ask him or her this: "Is this accurate? Where might I improve?" (Let the silence work for you).

You must remember that your boss does not know all you've been doing. As a good employee, you have made some mistakes but otherwise he or she would not know everything you've done. But you do have the facts on your performance, so you can quietly and calmly inform (teach) him or her about what has been going on (including what he or she didn't know about.) Give your boss time to check on what you say, and suggest people he or she might check with. If there is much to check on, suggest another meeting.

This approach, using good record keeping, patience, and a cooperative attitude, will help make sure that s/he knows you know s/he knows you know. At some time you should suggest that new things you've done could have earned a raise. That should do it! A similar approach should bring a promotion. And, you would have facts in your book that show you qualify for one. This usually works. Good luck!

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