

# SAMANTHA SUTHERLAND.

## Template and Instructions to Ask for a Pay Raise

*By Samantha Sutherland from [SamanthaSutherland.com.au](http://SamanthaSutherland.com.au)*

Steps before you have the conversation:

1. **DO YOUR RESEARCH.** Get market information for how much your role pays. Try and find out how much your colleagues are being paid and see if there's any gap there. Try and find out the benchmark salary for your role.
2. **GATHER INFORMATION.** What have you done in your job that has been good? Ideally, quantify it and give it a value, e.g. "I am responsible for X% of inbound sales traffic, which is worth \$Y to our bottom line." But also non-number info, like anytime someone in the organization said you did a good job, anytime you've had good feedback from a client, anytime you've had a project you've finished that's been really good.
3. **CONSIDER YOUR TIMING.** If your company announces pay changes in September, they're probably making the decision end of financial year. So get ahead of that cycle — have the conversation before the end of the financial year. Get in early enough that they allocate you some of the money from the bucket they have for pay!

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## The Conversation:

It's usually never a one-off, but here are some pointers.

Intro it "I'd like to talk about the upcoming pay cycle. I've over-performed in my role this year and I've also done some checking with benchmark figures. Based on that, I think I'm due a significant pay rise and I'd love to talk to you about it.'

THEN have a conversation. Lay out what you have done over the year and show them your research and gathered information. After this, during the conversation, you have a choice:

### 1. Give them a number

"Based on everything I've shared with you, I think I should be getting a X% increase."

X should be a number that makes you feel a \*little bit like you might throw up (but only just!). Powerhouse Cyndi Gallop's suggestion is "ask for the highest number you can say without bursting out laughing."

2. Don't give them a number. This is higher risk but potentially higher reward.

E.g. "I'm outperforming my role, such as [example] and [example], I've looked at benchmark data like [example] and I think I'm due a significant raise" — then don't give a number.

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## Something to note:

When you ask for a pay rise, there are only 3 options for the response.

1. Yes, you can have a \$X pay rise.
2. No, you can't have a pay rise at all.
3. You can have a pay rise, but I'm not sure we're going to be able to give you \$X

## How to respond:

1. Easy, "Thank you!"
2. Understand for yourself: is this a dealbreaker? Would you stay if you get a no? If you wouldn't, this is a strong negotiating position! ("In that case, I am looking at other options")
3. The conversation needs to continue. "What's your justification for that? What do you think I need to do to get a \$X pay rise?"

If they then say things you've already done, you can point that out, and say, "well, I've done half of those things, so I should be on at least a \$Y [smaller than X but more than they offered] pay rise" — and back and forth.

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## VERY IMPORTANT POINT:

PRACTISE and ROLEPLAY the conversation and rebuttal for each of those scenarios. Do not make the first person you practice on be your boss in the actual conversation!

ALSO: no conversation is ever finished.

If they say, "We're not going to give you \$X but we will give you \$Y" you don't just have to say "thank you bye" and walk off feeling resentful (which helps no one). You can say, "I really appreciate that offer, I need to go and think about it."

THEN you can go back, and re-say all your things (or show them more data!) "I appreciate your offer, but I think X, Y and Z shows I deserve a larger pay rise." People often get an extra few grand in that second conversation, so don't discount it if you don't get what you want straight away.

Good luck!!

Samantha Sutherland believes that our people are our number



one asset, and we need to constantly remember the human aspect of bringing people to work. Spending 8-10 hours a day in the office means that if you have a bad work culture, you have a bad life. And we all deserve to enjoy what we do and who we do it with) every day. She is passionate, engaged

and has 18 years experience in analysis, facilitation and consulting. She's at home speaking on stage, and love bringing a room full of people together for a common cause.

In a past life she was the Head of Risk and Data at Origin Energy, so she understands what it's like to be a workshop participant - what makes them work and what makes them fail - and the importance of bringing real value to everything she does.

Her experience falls across strategy, planning and diversity & inclusion. She has worked with corporate and government clients using instructional design principles and engaging the heads, hearts and hands of groups of up to 200 participants.

She is passionate about making organisations more human, through conversation, connection, and community. Want to know more? Go to [samanthasutherland.com](https://samanthasutherland.com)

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