



Your Ultimate Checklist To Asking For A Raise

Instructions

1. Click File > Download As > Choose Preferred Document > Print
2. Complete and check off the steps below as you finish them

Creating Your Personal Assessment

- ☐ Create a list of accomplishments and successes you've had over the past year
- ☐ Decide on your three most impressive wins
- ☐ Highlight how those contributions have helped positively impact the company
- ☐ Collect any additional information or resources that support your successes

Gathering Your Salary Research and Reports

- ☐ Create an account for each of the salary report websites listed in the article
- ☐ Complete and compare each salary report
- ☐ Choose at least two reports that offer similar data points to move forward with

Deciding When To Ask For A Raise

- ☐ Consult your work calendar and find any upcoming dates for annual reviews
- ☐ Consider asking for a meeting at the end of your work's fiscal year
- ☐ Refer to your boss' schedule and find a slow period for them

Scheduling The Meeting With Your Boss

- ☐ Draft an email to your boss using the email template in the article
- ☐ Double check for spelling and grammar mistakes before sending
- ☐ Follow up with your boss if you don't hear back within a week

Preparing for the Meeting With Your Boss

- ☐ Gather all of the materials you prepared for your meeting ahead of time
- ☐ Practice what you're going to say using friends and family members as your audience
- ☐ Prepare answers for any questions you may be asked
- ☐ Lead with confidence! You've got this under control.

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