

THE PAY RAISE PROCESS PROGRESS CHECKLIST

Use the checklist to track your progress through the Pay Raise Process. As needed, refer to the Day (D) or the supplements in the Appendices (A) to review the content or to finish the work. These completed course outcomes reflect your pay raise preparation.

Preparation → transformation of your pay raise conversation and measurable results. \$\$\$

- I can state the market value salary range and the median for my job position. D1
- I can state the pay gap (or surplus) between the market value and my current salary. D1
- I've identified which of the three types of raises is/are the best for me to request. D1
- I've determined which tactics I'll use for the type of pay raise I'm requesting. D1-A
- I've generated a list of at least five of my notable and measurable job achievements. D2
- I can list at least three of my manager's priorities and interests. D2
- I can explain how I align my job activities with my manager's priorities and interests. D2
- I've requested a meeting with my manager to discuss my salary. D6 (See opening lines)
- I've sent my high-value job achievements in a memo or slide deck to my manager. D2
- I've determined my Aspiration Point, Anchor Point and Reservation Value. D3
- I can state my raise goals both in absolute dollars and as a percentage increase. D3
- I've generated a list of at least seven options to be ready to suggest as needed in the pay raise conversation as a creative means to reaching mutual agreement. D3
- I can distinguish and describe the differences between positional bargaining and interest-based negotiation. D4

Do the work to get measurable results.

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- I can label three different communication styles, and describe the one that works best for women who want to be influential and persuasive. D4
- I can recognize and model a “relational account” for use in a pay raise conversation. D4
- I can describe at least three “social softeners” that I will use to prevent resistance when requesting a raise or anything else I ask of someone at work. D4
- I've already experimented using at least one social softener at work. D4
- I've written at least five objections I anticipate hearing from my manager in response to my pay raise request. D5
- I've written my responses to those five objections. D5
- I've rehearsed my responses to those five objections. Out loud. At least three times. D5
- I can name the three steps that help an anxious negotiator transform into a more confident negotiator. D5
- I've selected and practiced at least one “power pose” to use before going into the raise request meeting. D5
- I've filled in all the sections of my Pay Raise Meeting Planner.
- I've rehearsed my opening lines to use at the meeting at least three times. D6
- I've found a role-playing partner with whom I will rehearse the pay raise conversation. D7
- I've role-played the pay raise meeting out loud with a partner at least three times. (This one is huge in mastering the pay raise conversation with confidence. Don't skip it.!) D7

Got checks? Kudos! Your thorough preparation will be reflected in the pay raise conversation and its outcome. Got blanks? Likewise! For the best raise results, faithfully follow *all* the steps.

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