

PICK AND PRACTICE YOUR OPENING LINES

Your opening lines need to be clear and direct yet couched in the “social softeners” you read about in a Day 4 lesson. The openers that you’ll need depend on the meeting scenario:

1. **You** need to **request** the Performance Review **meeting** because it’s overdue and your manager is not taking the initiative. Or **you** need to **request** a pay raise conversation at an opportune time which is outside of the job Performance Review cycle.
2. At the Performance Review meeting, **your manager** does **not** bring up the pay raise **topic**, even after your positive performance evaluation, leaving **you to initiate** the topic.
3. **You** want to be **first** to propose the pay increase **amount** (to take advantage of the Anchoring Effect tactic you learned on Day 3).

Given those scenarios, pick and practice the opening lines below, according to your circumstances and anticipated needs. As with all my scripts, modify the lines below to match your style of communication. [Brackets indicate alternate phrases.]

To REQUEST the Meeting:

Preface your request with your manager’s name. For example, “*Terry, it looks like...*” Aim to find the balance between using “**we**” language and being direct with your request.

*“It looks like my job **Performance Review** date is coming up soon [has slipped by]. I’m wondering if **we** could [I’d like to] set a date and time to meet to conduct the review, and discuss job performance goals for the year ahead.”*

*“I’m wondering if we could [I’d like to] [Could **we**] set a date and time to meet before the month ends. It’s about having an updated **conversation** about my work [job position] as it relates to my current salary. Are you available next Thursday afternoon?”*

*“I’d like to meet with you [Could **we** please meet] soon to revisit the topic of my pay package in light of [my expanded responsibilities] [...my current workload] [my recent achievements] [what the market is currently paying for my position]. Would you be available next Wednesday morning so we could have that **conversation**? [Would you be willing to slot out some time for me within the next two weeks to have that **conversation**?]”*

Once a meeting appointment is set, send your Pre-Meeting Memo or slide deck about 7 to 10 days ahead of that date.

To Bring Up the Pay Raise TOPIC in the Performance Review Meeting

Preface your opening with your manager's name. For example, "Kelly, given the value..."

*"Given the value of my job achievements you've just acknowledged, I'd like to [could **we** now] discuss ways that [employer name] can recognize those contributions financially. What I had in mind was [name your specific range of Aspiration Point to Anchoring Point] because it would accomplish two things: one, bring [employer name] in line with the **competitive pay** rate for my job position—I have the data which shows the current salary lags behind market value; and two, acknowledge my contributions with a **merit** increase."*

"Given the value of my contributions you've acknowledged, could we please shift our discussion to reward and compensation of them." [Pause for response.] What I had in mind was...[see above]..."

[If you don't want to go first with a proposed number]: "Given the value of my job achievements, I'm interested in knowing what you had in mind for a salary increase to recognize those contributions."

To Bring Up the TOPIC in a Pay Raise MEETING (That is NOT the Performance Review)

"I enjoy my job and want to continue here [working with you/your team]. That said, my salary currently lags behind the market by [\$ or %]. My research of the market shows that this position is being paid in the [\$] range. Could we discuss how [employer name] could increase my job position's salary to be competitive with the market?"

"Over the last [time frame], my work responsibilities have expanded significantly beyond my job title and description. For example, [name a few]. In light of that, could we explore adjusting my salary or total pay package to a level that reflects the added work?"

"I've had significant wins for the company within the last few months, including [name three measurable ones, especially those that impact the bottom line]. I appreciate the acknowledgment and recognition I've received from you [and other influencers]. That said, I'd like to discuss increasing my salary to reflect and reinforce the acknowledgment of my achievements. What I had in mind was [name your specific range of Aspiration Point to Anchoring Point] because it would keep me committed to continuing the hard work and outcomes you've recognized."

Want more scripts plus strategies? Use the Bonus Scripts on the next page for ways to handle a pay raise offer that's below your Aspiration Point.

BONUS SCRIPTS

These are not *opening* lines, but I included them to help you respond **if**, at the meeting, **your manager** brings up the compensation issue **before** you do, **and** the proposed pay increase is **below** your Aspiration Point.

Maintain composure and pause in silence for several seconds in response to the offer. Then proceed. Using a collaborative tone paired with social softeners, adapt one of the following.

*With all due respect, my market value research reveals that [range of documented figures] would bring me to a **Competitive Pay** level while also reflecting the job achievements we've just reviewed, especially [reiterate an outstanding achievement or two]. Wouldn't you agree?*

Be ready to show the market value research documentation you've gathered, if necessary. However, if you're going for a **Merit Raise**, here's a suggested response.

Based on what we've just discussed, [name the range of Aspiration Point to Anchoring Point in dollars or percentage] is closer to what I had in mind to acknowledge my job achievements. It's a fair reflection of my performance and it would keep me productive and committed to the job. Can we agree on that figure instead?

At this point, your manager might agree. Acknowledge the agreement with a smile, a thank you, and a comment that reinforces your commitment to the job. Shake hands and make arrangements to get the agreement in writing or start whatever procedures are required for the increase to show up in your paycheck.

More likely though, your manager might counter with a compromise figure or an objection to your target figure. In either case, this is where you might feel uncomfortable and you'll be tempted to concede too much, too soon, to end the conversation. Especially if the figure is above your Reservation Value—it's easy to say "good enough" at that point of the conversation.

But you don't have to settle! Instead, **your aim** is to continue the conversation to **get as close to your Aspiration Point** as possible.

Be ready to do so by exploring mutual ground and interests, offering the **options** you prepared on Day 3, and other **replies to objections** (Day 5) that can bring you closer to your goal. **Here's where the preparation you've done so far in the Pay Raise Process course comes into play.**

This critical point of the negotiation is why role-playing is so valuable; you'll have already faced the emotional response to push-back, allowing you to manage the discomfort of pressing on to confidently ask for what you want in an agreeable manner. Yes, role-playing is next.