

HOW TO

Talking money with your boss is always awkward but these tips will help ensure you're getting the salary you deserve

get a pay rise

1 Know your worth

"Talk to people in your industry and use salary surveys from recruitment websites," suggests Kate Southam, editor of CareerOne.com.au. Check in with your personal and professional network, industry association or simply ask your company's HR department for a salary band for your role.

2. Point out your contribution

Clearly demonstrate your contribution to revenue, cost-savings, customer service and business growth. Don't expect your boss to know what you've done in the last 12 months – document it.

3 Know your rights

"Understand your rights under Australian law and consider what options you have," says Alysia Hamilton, executive officer of GLAM (Girls Learning About Money, www.girlslearningaboutmoney.com.au). "Ask yourself if the organisation is willing to make a change or if you're ready to battle for what you feel are your rights."

4. Seek overdue pay increases

Due to the global financial crisis (GFC), many people have found themselves in pay freezes. Ensure you're exceeding expectations and then ask for a meeting to outline your activities, and also how your performance through the GFC assisted your organisation. Once you've got your points across, request an overdue pay increase.

5 Negotiate your salary

If you're being interviewed for a position and have a salary expectation, don't be afraid to negotiate. "Have a good idea about what would be fair and ask for at least 20 per cent more," Alysia recommends. "This gives you and your potential employer room to negotiate."

6. Timing is key

If you've just solved a problem which helped the organisation, it's an excellent time to ask for a pay increase. Friday afternoon is said to be the best time – bosses tend to be in better moods then.

7 Be prepared

Write down your skills, achievements and contribution to the business. Make a list of all the extra tasks you're doing outside your job description. Rank them in order of what your boss views as important. Link each task to an "outcome" – revenue, new business, cost savings, etc. Role play with a friend before approaching your boss.

8. Be assertive but patient

Dress professionally and have a positive attitude. Career coach Max Eggert of Transcareer says, "Don't rush your boss into a decision. Use phrases like 'I would like you to think about' and 'at an appropriate time...'" Get feedback and once you feel your boss is ready, ask for the pay increase.

9 Don't take it personally

Understand that bosses sometimes have their hands tied when it comes to giving out pay increases, says Nick Deligiannis, a senior regional director with Hays recruitment. "Sometimes it's just not possible to offer a pay rise at a given time, despite how much your boss might like to give you one," he said.

10. The end result

If you get a pay rise, good for you! But if you don't, have an action plan. If you are willing to move jobs if you don't get a pay rise, prepare for that before you ask for one. If you don't want to leave, ask for a non-pay reward, suggests Kate Southam, such as time off to study or a company laptop or phone.