

The Worksheet You 100% Need to Fill Out Before Asking Your Boss for a Raise

Instructions

- 1. Click File > Download As > Select the file type that works for you.
- 2. Type your answers in the boxes.
- 3. Delete these instructions.

1. How much money have you made for your team or company since your last review? (if applicable)

\$

2. What projects have you completed or what initiatives have you taken on since your last review:

1.

2.

3.

4.

5.

6.

3. What parts of your job have you done exceptionally well?

4. What have you worked on that's not in your job description?

5. What goals have you hit?

6. How have you helped your other teammates reach their goals?

7. What obstacles or challenges have you overcome since your last review?

8. What projects/initiatives/systems do you intend to work on/fix/initiate this coming year? How will they help your boss/team achieve their goals?

9. What makes you irreplaceable?

10. Why do you think you deserve a raise?

11. Why *don't* you think you deserve a raise? How would you argue against these reasons?

12. Is it a good time to ask? (You should check all of these requirements to have the go-ahead)

It's your performance review OR you just finished a big, successful project

You didn't get a raise last review OR you got a small raise last review

Your company isn't currently having budget or revenue issues

13. This is how much I'm going to ask for:

\$

14. I'm basing this number on the following research:

15. Here's how I'm going to say it to my boss:

EXAMPLE: As you know, I've been very involved in [project] and [project] for the past year. I've also initiated [new project], which has resulted in [impact of project]. Since my last review, I've [made X amount of money for team/created X new systems/hit X goals/helped my team achieve X]. All of these have helped [you/the company/our team] achieve [goals]. Based on these accomplishments and industry standard [insert research on standard salary increase], I'd love to discuss a [amount] raise...