**How to Ask for A Raise**

When asking for a raise, it's vital to be able to present solid information that will show you deserve the raise you are requesting.

When did you last receive a raise? How did it come about (raise for all employees, promotion, did you ask for it, etc.)?

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Why do you deserve a raise?

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What additional responsibilities have you taken on since your last raise?

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What new certifications or skills have you acquired since your last raise?

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How many years of experience do you have?

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Have you completed any special projects lately? If so, what?

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Have you recently worked on any other projects outside of your job description? If so, what?

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How have you improved the company (increased sales by \_\_\_, streamlined XYZ process to reduce \_ hours of work each week, saving $\_\_ a year in costs, etc.? Be specific.

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What areas of the job do you do well?

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What work-related goal(s) do you have for the next year? How will they help the company?

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What work-related goal(s) have you achieved in the past year?

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What do you do regularly that shows you are a team player? How do you help your team, your boss and others?

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Additional notes related to why you deserve the raise you are requesting.

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