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## Do's and Don'ts of Requesting a Raise

by *Randall S. Hansen, Ph.D.*

Here are the keys to successfully requesting an increase in salary. Follow these simple rules and you should achieve success in getting the raise you deserve.

- **Do** have a plan and a strategy for getting the raise you deserve.
- **Don't** make ultimatums, beg, whine, or get angry. **Do** be professional.
- **Do** have an idea of your value -- both inside the company and on the job market. And **do** use these [salary negotiation resources](#).
- **Don't** be unrealistic in seeking too much of a raise. **Do** have an idea of the parameters you should expect.
- **Do** be flexible in considering perks other than a monetary raise if money is tight within the department or organization.
- **Don't** focus on the raise you need. Instead, **do** focus on the raise you deserve.
- **Do** demonstrate your value, accomplishments, and contributions to your department and your organization. **Don't** assume your work speaks for itself. Consider using something like this [accomplishments worksheet](#).
- **Don't** be intimidated by the process. **Do** ask for a raise if you deserve one.
- **Do** have a thorough understanding of the negotiation process and plan a strategy accordingly.
- **Don't** blindside your boss in the hallway for a raise; **do** schedule an appointment to discuss a raise.
- **Do** be persistent in asking for a raise, but don't ask too often -- and **do** know the proper policies and procedures of the



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organization.

- **Don't** be overtly disappointed if you do not get the raise you desire, but **do** ask for suggestions on how you can get the raise you want at your next raise meeting.
- **Do** focus on your future with the organization.
- **Do** consider enlisting the help of a mentor within the organization.
- **Do** read our article, [Getting the Raise You Deserve](#).
- **Do** read our article, [Clever Ways to Get a Raise: Perks you Might Not Have Thought About](#).

Questions about some of the terminology used in this article? Get more information (definitions and links) on key college, career, and job-search terms by going to our [Job-Seeker's Glossary of Job-Hunting Terms](#).




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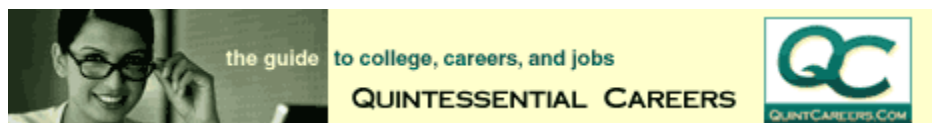
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Read all our [job-hunting do's and don'ts](#).

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