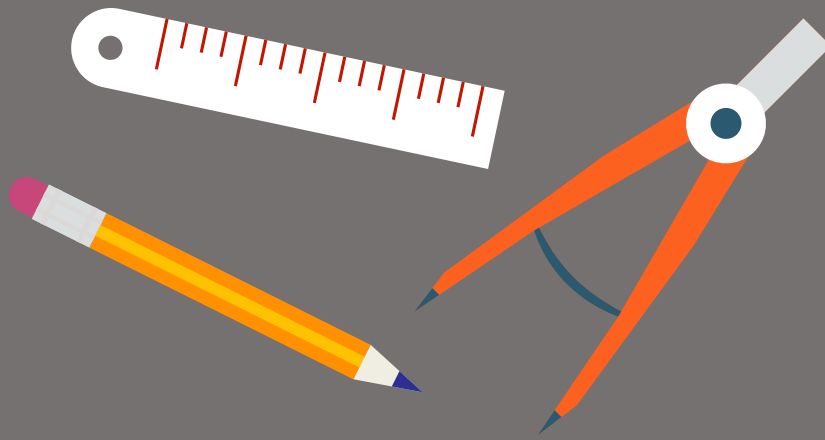


Maximize Your Raise: A Step-by-Step Checklist



PRACTICAL TOOLS

Maximize Your Raise: A Step-by-Step Checklist



Information to know about my general salary and position:

- Average salaries for my position in the marketplace
- Average salaries for my position in the industry/field

Information about how I fulfill my main duties/responsibilities:

- List of my duties and skills currently being used in my position
- List of my past accomplishments including milestones and goals reached

Information on how I've improved on the job since hire or last review:

- List of skills/education I've acquired since hire or last review
- Examples of any expanded responsibilities since hire or last review
- Examples of specific skills or tasks that show marked improvement

Examples of the positive traits I bring to the team/position:

- Examples showing teamwork abilities
- Examples of resilience and working through problems or crises
- Examples showing initiative and motivation
- Examples of accepting and adapting to changes in department
- Examples of ability to interact with other departments as needed

Information on the turnover rate for my position/department:

- How long have I been at the position compared to co-workers?
- Have I helped train new hires in my position/department?

Examples of how I'm a future asset for the company:

- List of skills/education currently not used that could be used in future roles
- Examples of possible new roles I'm interested in
- Examples of possible new roles that I've worked toward in recent past

Information on how I represent the company positively:

- Have I represented the company at conferences or trade shows?
- Have I represented the company to outside clients?
- Have I served as a mentor or shadow trainer for new or potential applicants?
- Have I participated in department or company-wide networking programs?
- Have I referred or recommended future candidates for jobs at the company?
- Have I joined company- or department-wide community or charitable outreach efforts?