

Negotiating a pay rise in English - Video transcript

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00:00 So it's time to ask for a **pay rise**. Keep **calm** and follow these **steps**:

00:06 Step one. Find out if you're **suitable** for a **raise** - use a **salary checker** to see **average salaries** in your **industry** or look at **similar roles** on **job sites**.

00:16 Step two. Choose your **time wisely**. Ask when you've taken on a **higher workload** or you've just had a **big success** in the role.

00:25 Step three. Look at your **achievements** and **skills** and work out why this makes you a **valuable asset**.

00:33 Step four. **Conduct yourself well** at the **meeting** - **dress smartly**, make your **points clearly** and **retain your composure**.

00:42 Step five. If you can't have a meeting, write a **professional letter** that provides a **well-written**, **compelling argument** for you getting a **raise**.

00:52 Asking for a **pay rise** can be difficult, but with **proper preparation** you can give yourself a **fighting chance** at securing a **bigger pay packet**.