

Asking for a pay rise

Useful Phrases

It's a bit difficult, but ...

I really feel it's about time

I have made good progress

I really feel that I've grown in the job

I've taken on a lot more responsibility

It's time that it was recognised

It's time my efforts were rewarded

I do believe that...

...isn't too much to ask

Should I put this request in writing?

Transcript

Abigail: Hi, are you free for a quick chat?

Mark: Sure, come in, come in. Sit down. What can I do for you?

Abigail: Okay. Well, **it's a bit difficult, but ... I really feel that it's about time** that I had a pay rise.

Mark: Okay and why do you feel like that?

Abigail: Well, I have been here now for three years and in that time **I have made good progress. I really feel that I've grown in the job and I've taken on a lot more responsibility.** I just think **it's time that it was recognised** and that **my efforts were rewarded.**

Mark: Right. So you feel that you're on a low salary for your current position and current responsibilities, do you?

Abigail: Yeah, **I do believe that** what I've contributed to the department over recent months means that I should be paid more.

- Mark: Okay, well, what kind of rise would you be looking for?
- Abigail: Well, you know, I think that 3% on top of the usual annual rise with inflation **isn't too much to ask**.
- Mark: Three per cent... Hmm. Right, well, as you know, I can't just give you a pay rise immediately, just like that. I'll have to discuss it with the other managers here. And, as you can imagine, there aren't unlimited funds available for things like this. But you might be pleased to hear that we are having a pay review meeting very soon and I'll make sure we discuss your request then.
- Abigail: Okay, fine. **Should I put this request in writing** as well? So we all have a record of this discussion?
- Mark: Yes, that'd be a good idea. Email me and also copy it to human resources.