

Sample Agenda – Asking for a Raise or Promotion

Asking for a raise or a promotion makes most of us very nervous. We never know how someone will react or what the answer will be. It's one of those conversations you may not be able to revisit for a while if doesn't go well.

Consequently, this particular career situation is one that hiring managers report as one of the most frustrating when it comes to their youngest employees. Use this tool as a framework to prepare for this potentially difficult conversation with your manager. The key for a successful outcome is to think through what you're asking for, practice articulating your argument and prepare!

Before the Meeting

Send a meeting invitation with agenda at least one week before the actual meeting date. It is also recommended to touch base with your manager before the meeting date to be sure they read the agenda and can be prepared as well. This isn't a conversation you want either party to have without some thought.

Sample Agenda

"I'm scheduling time with you to discuss my performance and career development. In this meeting, I'd like to cover the following:

- Receive feedback on where I'm adding the most value and things I can do to add even greater value to the team and our goals
- Share my career aspirations
- Discuss possibilities for promotion
 - Is there an opportunity now?
- If not, discuss potential development opportunities I can participate in to prepare for a future promotion.

Note: Don't leave the meeting without an action item and follow up plan - Even if it's another meeting at a later date.

Note: Also, don't be surprised if you receive feedback you didn't expect. Avoid arguing, but rather ask questions to clarify.

After the Meeting

Immediately following the meeting, send them an email recapping your discussion and schedule the follow up meeting, no matter how far out it is.