

Earning Raises

When working on a new job, you may start to think about pay raises. When is the right time to ask for a raise? Who do I ask for a raise? What do I say? Why do some workers get raises while others do not? These are good questions, and the answers are important to your future in the U.S. work world.

In large companies, pay raises are given by a time schedule. For example, entry-level workers may receive raises after **three or six** months of employment. Entry-level jobs are jobs that require little education or training such as restaurant worker, car wash detailer, sales clerk, and pizza cook. Raises for technical jobs that require college or training are usually given after **six months or one year** of employment. Examples of technical jobs are drafter, mechanic, computer technician, and chef. **In small companies**, pay raises are not given by a time schedule — but raises are given when the small business owner or manager thinks that the worker earned a pay raise.



You may find out what the company policy (rule) is about raises. Caution: Do not talk about raises for the first 60 days of your job because you are a new worker learning the job. After 60 days, you may ask your supervisor, “What is the company policy about raises? How are raises earned?” When you ask, there is one key word that lets the supervisor know that you have a positive attitude. Can you guess the key word? **The key word is . . . earned.** This is because supervisors believe raises are earned — not given.

If it is company policy to schedule raises according to a time schedule, you will be given an **evaluation** or **performance review** when it is time for a raise. This evaluation is similar to a school report card. Just as your teachers grade you for the work that you do in classes, your supervisor will grade you for the work you do on the job. Instead of school subjects in English, history, science, and physical education, you will be scored on work subjects such as job performance, attitude, appearance, and dependability.

To prepare for the evaluation, you can ask, "May I see a copy of the evaluation form that is used for my job? I want to see what topics (or subjects) are talked about during the evaluation so that I may prepare." If you get a copy of the evaluation form, make a copy so that you can write notes on the copy. 1) Read the evaluation form carefully. 2) Pretend that you are the supervisor and rate yourself for each topic on the evaluation form. 3) In a notebook, make a list of what you do well (called strengths) and what you don't do well (called weaknesses) 4) In your notebook, write down ways you can improve each weakness. 5) In your notebook, write down things you did at work to keep your strengths and improve your weaknesses.

If your company does not have an evaluation form, you may ask your supervisor, "What topics are discussed during a worker's evaluation?" Take notes on what the supervisor says so that you have a list of topics. 1) Rate yourself on each topic the supervisor mentioned, such as dependable or gets to work on time; 2) Make a list of what you do well at work (strengths) and what you do not do well at work (weaknesses); and 3) Plan things you can do to keep your strengths and improve your weaknesses.

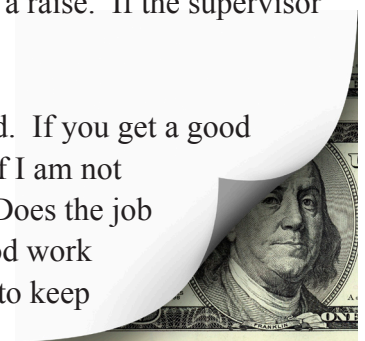


Why should you go to this much trouble to get a good evaluation? Because the amount of the raise you receive usually depends upon the score on your evaluation. Low score workers get lower raises, and high score workers get higher raises. For example, it may be company policy to give a raise of 40¢ to 75¢ per hour depending on score of the evaluation. During eight hours of work, a 40¢ gives you an extra \$3.20. But, 75¢ raise gives you an extra \$6.



What can you do if you get a 10¢ per hour raise when you think you deserve more? 1) Politely ask your supervisor: "What can I do to improve my work performance to earn a higher raise?" 2) Listen and write down what the supervisor says you need to improve. 3) In a notebook at home, write down ways to improve what the supervisor said needs improving. 4) Do your best to improve these things each day at work. 5) Write down what you did at work to improve. After sixty days, ask your supervisor, **"Have you noticed an improvement in my work performance?"** If the supervisor says yes, you may ask for another evaluation and opportunity to earn a raise. If the supervisor says no, you need to ask again how you can improve.

Unfortunately, some companies do not give raises even when raises are deserved. If you get a good evaluation and do not get a raise, it is time to think. Do I want to keep this job if I am not able to earn a raise? Is the job close to home? Does the job have good hours? Does the job give me enough spending money? Do I enjoy the job? Is the job giving me good work experience and training? If answers to these questions are yes, you may decide to keep the job for a while longer until you can find a better job.



QUICK CHECK:

1. a) In large companies, when are raises given for entry-level jobs? b) For technical jobs? c) In small companies, when are raises given?
2. a) After what number of work days may you ask about raises? b) Write down the 2 sentences you say to ask your supervisor about raises.
3. a) What is the key word? b) Why?
4. Your supervisor will grade you on what 4 work subjects?
5. To prepare for the evaluation, write down 2 sentences you may ask.
6. List 5 things you need to do after making a copy of the evaluation form.
7. If your company does not have an evaluation form, write down what you ask your supervisor.
8. a) What do well are called what? b) What you do not do well are called what?
9. Upon what does the amount of a raise depend?
10. What type of raise do low score workers get?
11. List 5 things you to do if you get a 10¢ raise when you think you deserve more.
12. After 60 days, write down what you can ask.
13. List 3 questions you need to ask yourself if your company does not give raises.
14. a) If you were the owner of a yogurt shop, how often would you give raises to your workers? b) Give a reason for your answer.
15. Using Pizza Pete's Performance Review form:
 - a) In your opinion, on which 3 items will a manager rate you "Exceeds Standards"?
 - b) What do you think a manager will write for "Major Areas Needing Improvement"?
 - c) Fill out the Pizza Pete's Performance Review rating yourself as a worker. Have your teacher sign this form as the supervisor.
 - d) In your opinion, is this a fair performance review form? e) Why or why not?



PIZZA PETE'S PERFORMANCE REVIEW

Your performance is the key ingredient in our "pay for performance" policy. Job performance reviews provide you and your supervisor with an opportunity to discuss your job performance to see where you stand and how you can achieve greater success in the future. The job performance review process lets us clearly recognize your contribution to the company to see that you receive a fair raise.

Crew Member's Name _____
 Date _____ (Your name)

	EXCEEDS STANDARDS	MEETS STANDARDS	DOES NOT MEET STANDARDS
JOB PERFORMANCE			
<u>Follows company's rules</u>			
<u>Can answer questions about store products and prices</u>			
<u>Suggestively sells customers additional items</u>			
<u>Hustles during rushes and helps out coworkers when needed</u>			
<u>Follows the practice of clean-as-you-go</u>			
<u>Shows interest in learning new jobs and earning promotions</u>			
ATTITUDE			
<u>Works as a team member with coworkers</u>			
<u>Follows supervisor's directions with a positive attitude</u>			
<u>Smiles and greets customers in a friendly manner</u>			
DEPENDABILITY			
<u>Shows up as scheduled</u>			
<u>Stays busy without supervisor watching</u>			
<u>Uses appropriate behavior and language</u>			

OVERALL RATING (Circle One)

- | | | | | |
|--|--|--|--|---|
| OUTSTANDING
Performance always of exceptional quality. One of our best workers | EXCELLENT
Performance always exceeds job requirements. Significant contributor | GOOD
Performance meets job requirements. Steady contributor; job well done | NEEDS IMPROVEMENT
Performance falls short of meeting job requirements and expectations | UNSATISFACTORY
Performance is unacceptable. Has failed to meet job requirements |
|--|--|--|--|---|

COMMENTS:

Strengths as a worker (list two) _____

Areas needing improvement (list one or two) _____

Suggested raise amount: _____ per hour _____

Signature of supervisor (or teacher)