

Make your case visible

One supported result. One changed responsibility. One source of verification.

01 / RESULT

What changed, over which period, and what did you contribute?

02 / RESPONSIBILITY

What do you regularly own now that was not part of the original role?

03 / VERIFICATION

Who or what can confirm the work? Record the document, measure or feedback date.

Keep the claim honest

Fictional example: reporting takes 8 hours before a process change and 3 hours after. The 5-hour difference is released capacity, not automatically cash savings. Record how you measured the time and how it was used.

Check context. Know your number.

Compare the work, then check the units, dates and limitations.

PAY COMPARISON NOTES

Duties / occupation / level:

Location / industry:

Source URL and data date:

Annual or hourly? Mean or median? Currency:

What differs from my role, or remains uncertain?

BLS example used in the episode

Computer systems analysts, mean annual pay, May 2025: colleges/universities \$99,520; insurance carriers \$111,090; computer systems design \$119,460; aerospace manufacturing \$134,970. These figures demonstrate industry differences. They are not a benchmark for fictional coordinator Jordan.

UNDERSTAND THE REQUEST

Current annual salary: _____ Proposed salary: _____

Difference = proposed - current: _____

Percentage increase = difference / current x 100: _____

Illustration only: \$67,000 - \$62,000 = \$5,000; \$5,000 / \$62,000 x 100 = about 8.1%. This is not a recommended rate or a market-pay estimate.

Prepare the conversation

Make a clear request, listen, and record the actual next step.

YOUR OPENING

Contribution and evidence:

Clear request and why it fits:

Question for your manager:

AFTER THE MEETING

Actual response / decision state:

Next action, owner and needed evidence:

Review date and open question:

A future review is not a promised raise.

A factual recap can name the work you will document, the next meeting date and what remains undecided. Invite corrections. Do not turn support in a meeting into a claim of approved compensation.

Sources and context

BLS: <https://www.bls.gov/oes/earnings.htm>

Harvard PON: <https://www.pon.harvard.edu/daily/salary-negotiations/how-to-ask-for-a-salary-increase/>

AAUW (2024): <https://www.aauw.org/app/uploads/2024/07/Work-Smart-Standard-Workbook.pdf>

Marcus is an AI-created fictional host. Jordan and the employee calculations are fictional examples. This educational worksheet cannot determine an employer's decision.