

The Raise Request Packet

A raise is built on evidence, timing, and a clear number — not a burst of courage on a chaotic Tuesday. Fill this in, then have the conversation.

1. Build the case

MY THREE STRONGEST RESULTS THIS YEAR (WITH NUMBERS WHERE I CAN)

HOW MY SCOPE HAS GROWN SINCE MY PAY WAS LAST SET

2. Get the number

MARKET RANGE (JOB BANK)

MY CURRENT PAY

MY SPECIFIC ASK

Pick a real number, not “a raise.” A specific ask is far easier to say yes to.

3. The script

“I’ve really valued this past year. I’ve [result 1] and [result 2], and I’ve taken on [grown scope]. Given that and the market for this role, I’d like to talk about moving my salary to **\$X**. How do we get there?”

IF IT’S A “NOT RIGHT NOW”

“I understand. What would I need to show to get there, and can we put a review on the calendar for [date]?”

Timing

- ☐ Pick a moment after a clear win or at a review — not during a crisis.
- ☐ Give your manager a heads-up so it’s a conversation, not an ambush.

Sources & further reading: Government of Canada Job Bank, “How to write a good resume” (jobbank.gc.ca). Practical guidance, not a guarantee — no template guarantees a reply or a job.

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