



PEOPLE HIVE
Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS

**SALARY INCREASE NEGOTIATION CHECKLIST
(DURING EMPLOYMENT)**



PERFORMANCE EVIDENCE PREPARED

Gather clear evidence of your contributions, achievements, and impact, as salary discussions must be supported by results rather than opinions; good practice is documenting measurable outcomes such as improvements, growth, efficiency gains, or added responsibilities.

ROLE SCOPE AND RESPONSIBILITIES REVIEWED

Assess whether your responsibilities have expanded beyond your original role, as role evolution often justifies a salary review; good practice is mapping current duties against your original job description.

TIMING CHOSEN STRATEGICALLY

Consider business cycles, performance review periods, and company stability, as poor timing weakens your case; good practice is aligning the discussion with appraisal cycles or after delivering visible results.

MARKET AND INTERNAL CONTEXT UNDERSTOOD

Research market salary benchmarks and consider internal pay structures, as unrealistic expectations reduce credibility; good practice is balancing external data with internal realities.

VALUE-BASED DISCUSSION PREPARED

Frame the conversation around contribution and future value rather than personal needs, as entitlement-based discussions damage relationships; good practice is linking your request to business outcomes.

PROFESSIONAL AND RESPECTFUL TONE MAINTAINED

Approach the discussion calmly and professionally, as emotional or confrontational tone undermines your position; good practice is treating the conversation as collaborative.

ALTERNATIVE OUTCOMES CONSIDERED

Prepare for non-salary outcomes such as bonuses, development opportunities, or timeline-based reviews, as budgets may be limited; good practice is remaining flexible while protecting your interests.

-END-

PEOPLE HIVE HUMAN RESOURCES CONSULTANCIES LLC

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Users are responsible for adapting this template to their jurisdiction and organizational requirements.

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