

## GETTING A RAISE -- DEVELOPING AN ACTION PLAN

Name \_\_\_\_\_

Period \_\_\_\_\_

Directions: Answer the following to help you organize and plan your raise negotiations:

1. What were your job duties when you started your job?
2. List the job duties that you do better now than when you started.
3. List any job duties you now have that you didn't have when you started.
4. The information above will indicate to you that (check one):  
\_\_\_\_\_ you have become a more productive worker and deserve a raise  
\_\_\_\_\_ you need to improve in a couple of areas to be going for a raise.
5. What attitudes, habits and skills will you need to be considered for promotion?  
Attitudes \_\_\_\_\_  
Habits \_\_\_\_\_  
Skills \_\_\_\_\_
6. What have your review, progress reports and/or other company evaluation reports shown are your areas of weakness?
7. How can you improve in these areas so you might be considered for a promotion?

## DEVELOPING AN ACTION PLAN

By making use of a process that involves the steps necessary to reach your goals, you can develop an action plan that works. This activity looks at your present performance. It separates your strengths and weaknesses. Then it lets you look at how you can improve on your weak areas.

**DIRECTIONS:** Read through all the steps in this activity. Start at step one and complete the activity.

Step One

1. List five of your present work duties on the chart below. Show how much you feel you have preformed your work duties. Check the best number for each job duty between 1 = outstanding performance to 5= needs improvement.

Work Duties		Outstanding Performance			Needs Improvement	
		1	2	3	4	5
a.						
b.						
c.						
d.						
e.						

Step Two

Work habits are things you are expected to do without always being reminded by your employer. These work habits are usually not listed on a page. You usually discover these habits as you learn your job. Work habits are some of the things that make your job different form others.

Answer the following regarding your work habits. Indicate how much you feel you have formed the proper work habits. Use the chart below. Check the best number for each work habit between 1 = outstanding performance to 5= needs improvement.

Work Habits		Outstanding Performance			Needs Improvement	
		1	2	3	4	5
a.	Following Instructions					
b.	Customer Relations					
c.	Pride in Work Area					
d.	Communications/Expression					
e.	Productive/Completes Work					
f.	Cost Conscious and Effective					
g.	Poised and Self Confident					

Now circle the work habits above you feel would help you towards earning a raise, a promotion, or getting a good letter of recommendation.

Step Three

Work skills include the knowledge and abilities you either have or need to allow you to be successful on your present job, get promoted or move to another job.

Find your skill areas below that need improvement and/or new skills that need to be learned. You can request more on-the-job training or enroll in skill training program outside the work environment.

Many work skills, attitudes, and habits are review when your employer evaluates your job performance. Discuss your evaluation with your employer. Find out what you need to do to gain the skills necessary to be a better employee.

Answer the following regarding your work skills. Check the best number for each work skill between 1 = outstanding performance to 5= needs improvement.

Work Skills		Outstanding Performance			Needs Improvement	
		1	2	3	4	5
a.	Work Output					
b.	Job Knowledge					
c.	Judgments					
d.	Job Planning/Organization					
e.	Understanding Instructions					
f.	Preparing for Advancement					
g.	Basic Reading					
h.	Basic Writing					
i.	Arithmetic					
j.	Verbal Communications					
k.	Physical Condition					

### Step Three

A proper attitude is needed if you expect to keep a job. This will help you get a promotion, or a good letter of recommendation for your next job. This attitude is expected of you by your employer. You will be able to identify the way you think and feel and put together a plan for improvement.

Answer the following regarding your work attitudes. Indicate how much you feel you have developed the proper work attitudes. Answer the following regarding your work attitudes. Check the best number for each work skill between 1 = outstanding performance to 5= needs improvement.

