

Advice and tips ahead of your pay review



UNIONEN

Read up on things and highlight your strengths

The pay review is a recap of the year, a dialogue between you and your manager that allows you to give your opinions on your salary. You will find out what your employer thinks of your work effort, why you have the salary you have and what you can do to influence it. Book your pay review in good time – the better prepared you are, the better the chance you have of exerting an influence.

Mini check list – general

Collective agreements

Find out whether your workplace is covered by a collective agreement. If so, there's probably a salary agreement that sets out the conditions under which Unionen members are entitled to a pay rise.

Salary criteria

Read up on the salary criteria that apply at your workplace; they are usually summarised in a salary policy.

Market salaries

Keep an eye on market salaries for your profession; salary statistics are available at unionen.se. But be aware that this is a snapshot and doesn't provide definitive answers.

Mini check list – personal

Your agreement

Follow up on your previous performance appraisal, what you and your manager have agreed on regarding work content, skills, goals and expected results.

Your performance

Be clear about your achievements since the previous review. Give concrete examples of how your tasks have changed and how you have achieved goals.

Your arguments

Don't underestimate the level of difficulty of your work, summarise your strengths and find arguments that support you being worth a pay rise.

Get help from Unionen

If Unionen has a branch at your workplace, you can get help with information and coaching ahead of your pay review. The branch negotiates in accordance with the central salary agreement – this often involves establishing the amount to be divided between Unionen's members at your workplace, or an amount already set and a minimum pay rise that all members are entitled to. The branch ensures that the guidelines in the salary agreement are adhered to.

If Unionen doesn't have a branch at your workplace, you need to ensure yourself that the central salary agreement is upheld. Contact us if there are any problems. At unionen.se you can read more about the central salary agreement.