

UNIONEN



**Advice and tips
for pay reviews**

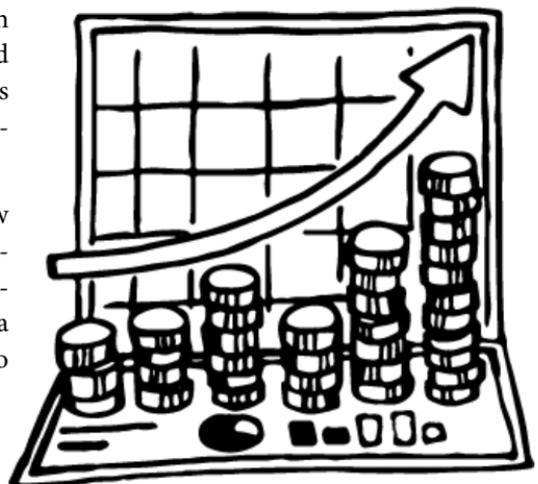
Advice and tips for pay reviews

The pay review is a dialogue between you and your manager that provides you with the opportunity to give your opinions on your salary. At the pay review, you also find out how your work efforts have been assessed, why you have the salary you have and, above all, what you can do to influence your salary in the future.

The pay review is to look back over the year that has passed. So think about what you've done since the last review and the results of your work. Summarise your strengths and weaknesses and why you think you're worth a good pay rise. Most workplaces use what is known as an individual pay structure, which means that your salary is set based on the level of difficulty of your tasks and your performance. Say what you are good at and don't underestimate what you do.

- Make sure that you and your manager book your pay review in advance so that you have plenty of time to prepare for it. The better prepared you are, the more opportunity you have to exert an influence.
- Is there a salary agreement at your workplace? If it's covered by a collective agreement, there's probably also a salary agreement that gives you and other members of Unionen the right to a pay rise, regardless of whether the business is doing well or badly. Read up properly so that you know what applies to your particular company and so you can point it out if your manager hasn't read up on it.
- Find out which salary criteria apply at your workplace. Salary criteria form the basis of the pay structure. They are usually summarised in a salary policy. This policy can sometimes be quite general, so do discuss with your manager how the salary criteria should be interpreted.
- Make sure that you have a clear idea yourself of what you have achieved over the past year. Concentrate on coming up with specific examples of how your tasks have changed and become more demanding, how you have more tasks or more responsibility, and in what way you have met or sometimes exceeded the goals set.
- Follow up the previous performance appraisal. Follow up what you and your manager have agreed in terms of work content, skills, goals and expected results.

- It's always good to have read up on how things are going for the business. Your knowledge of the finances of the company or organisation you work for can allow you to either confirm or see through your manager's claims or arguments for there being funds available for pay rises or not. It also shows that you're interested in the company as a whole, and that can often be seen as something positive.
- Salary statistics are a key tool for assessing where your salary lies in relation to other people with similar tasks. At unionen.se you can access information on market salaries for different types of jobs. Be aware that the statistics only provide a snapshot and can't answer the question of what salary you should have.
- Another way to find out how your salary compares to that of others can be to talk to friends and acquaintances in similar posts. Remember that even if you have the same job title, the content can vary widely.
- If you don't think your manager has a fair view of your performance, maybe you need to think about how to communicate your results and goal fulfilment. It's not only at your pay review that you need to convince your manager that you do an excellent job and should get a pay rise. You need to work on this throughout the year.
- If you want a higher salary, you need to be assertive. Find as many arguments as you can that support you being worthy of a pay rise. This can be more fruitful than making a straightforward demand.
- Avoid comparing yourself with others during the review. It's rarely a good idea to complain that a colleague has a higher salary than you do. There may be a lot of different reasons why the person in question is paid more, and you'll appear more envious than professional and objective.
- If you think your pay review has been a positive experience, say this to your manager. You can always score a few points that way prior to your next pay review.



If there's a branch

If Unionen has a branch at your workplace, they can help you with information and coaching concerning your pay review.

Apart from helping you prepare for the review, Unionen's branch also negotiates how the central salary agreement should work in your workplace. The task of the branch is

- to monitor that the framework of the central salary agreement is adhered to
- to work with your workplace to adapt the process for how salaries are set and salary criteria drawn up
- to negotiate further scope for individual pay rises
- and to give you greater influence over how salaries are set.

If Unionen doesn't have a branch at your company, you need to ensure yourself that the central salary agreement is upheld. If any problems should arise, get in touch with Unionen.

The central salary agreement

Your employee is obliged to enforce pay rises in line with the central salary agreement. Most salary agreements contain a set sum of money that is to be distributed between the members of Unionen at the workplace, and also often a minimum pay rise that all members are entitled to. Many salary agreements entitle you to an annual pay review in which you have the opportunity to discuss your salary with the manager who sets your salary.

If you have no salary agreement at your workplace, you need to come to an agreement yourself with your employer on how and when your salary should be reviewed. What you agree on should preferably be written in your contract of employment.

More information and support is available at unionen.se. You can also call Unionen on 0770-870 870 to get support and salary coaching.



Read more at www.unionen.se

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