



Here's how to ask FOR A RAISE

Be prepared to suggest a specific salary figure, but it's also acceptable to open the discussion without one. However, be ready for your manager to ask what you have in mind.

Mastering the art of asking for a raise is an essential skill in a work environment where conversations about remuneration often remain shrouded in unwarranted discomfort and hesitation, particularly among women. Many employees traverse their entire careers without ever requesting a salary increase, primarily due to the awkwardness associated with the process or fear of appearing greedy.

Yet, the act of asking for a raise is a fundamental aspect of professional life, and when approached with tact and understanding, it can be a straightforward and rewarding conversation.

The normality of asking for a raise

The first step in this journey is recognising that asking for a raise is a standard part of having a job. While it might seem a daunting task to you, for your manager, who deals with salary issues regularly, it's a much less significant conversation. A reasonably functional employer will understand that discussing salary is a routine part of business operations. Even if the outcome is not what you hope for, you are unlikely to jeopardise your position or relationship with your boss by simply raising the topic, provided your request is reasonable and supported by your performance.

Timing your request

The timing of your request is crucial. It's advisable to avoid times when your manager is particularly stressed or preoccupied. Conversely, initiating the conversation following a successful project or during a

period when your boss is particularly pleased with your work can increase your chances of a positive outcome. Generally, if you have been performing excellently and a year has passed since your last salary review, it's an appropriate time to broach the subject.

Understanding your company's cycles

Awareness of your company's raise and budget cycles is vital. If raises are typically given annually, plan to discuss your salary a month or two before this process begins. This foresight ensures that your request is considered before budget allocations are finalised.

Preparing for the conversation

Before the meeting, arm yourself with knowledge about the market value of your work. This involves understanding salary trends in your field and region. Candid conversations with colleagues in your industry and consultations with recruiters can provide valuable insights. Additionally, consider your company's salary structure and policies regarding pay increases. This preparation ensures that your request is aligned with both market standards and your employer's practices.

The meeting: how to present your case

When the time comes to articulate your request, simplicity and clarity are key. A detailed presentation is unnecessary; instead, a brief explanation of your increased contributions and how they align with a higher salary is sufficient. For instance, you

could say, "I've taken on new responsibilities such as managing our copywriters and resolving long-standing team issues, leading to significant time savings in recent months. I believe these contributions merit a review of my current salary."

Be prepared to suggest a specific salary figure, but it's also acceptable to open the discussion without one. However, be ready for your manager to ask what you have in mind.

Responding to a "no" or "maybe"

If the response is not an immediate yes, don't be disheartened. Many managers will need time to consider or seek approval. If you receive a "maybe," ensure you understand the next steps, such as when to follow up on the discussion. If the answer is no, use this as an opportunity to understand what is required for a future raise. A good manager will provide clear guidance on what you need to achieve to earn more.

Concluding thoughts

Asking for a raise should be viewed as a normal, albeit significant, aspect of your professional journey. It's a conversation about recognising the value of your work and ensuring it is appropriately rewarded. Remember, a raise is not a favour from your employer; it's a recognition of your worth and contribution to the company. With the right preparation, timing, and approach, asking for a raise can be a straightforward and successful endeavour, one that reflects your growing contribution and commitment to your role.

JOBS SPOTLIGHT

SINGER

Embrace Life Now

Singer Bangladesh Ltd

- Demand Planner

Deadline: February 4

Eligibility:

- Bachelor's degree in Engineering/ Science/Supply Chain or related discipline.

- A diploma in Supply Chain Management or any certified professional degree in SCM will add value.

- Prior experience in Demand Planning and Supply Chain Planning.

Minimum experience: 3-4 years

Apply through the official LinkedIn page of Singer Bangladesh Ltd.

UNDP Careers

- Data Analyst

Deadline: N/A

Eligibility:

- Advanced University degree (Masters' degree) in Data Science/ Statistics/Geographical Information Systems/ Mathematics/ Computer Science and Engineering/ICT.

- Relevant professional experience in the field of data driven development programming or policy, social innovation, partnership building, etc.

- Demonstrated experience in data analysis, mining and data modelling.

Minimum experience: 2-4 years

Apply through the official LinkedIn page of UNDP Careers.



BRAC

University

- Lab Officer,
Department of
Mathematics and
Natural Sciences

Deadline: January 27

Eligibility:

- MSc and BSc in Biotechnology/ Microbiology or related subjects from reputed universities.

- Should be able to calibrate measurement and instrumentation equipment on a regular basis.

- Expected to provide administrative and technical support to run the department's operation.

Minimum experience: 2 years

Apply through the Careers section of BRAC University's official website.



Your smart guide to looking for jobs in the digital era

The quest for employment in today's digital world has shifted from traditional pathways to a dynamic, online arena. No longer are job seekers confined to the limitations of paper resumes and postal applications. Instead, the digital world unfolds a myriad of opportunities, where the click of a button can open doors to potential careers.

This transformation brings with it a new set of rules and strategies, fundamentally altering how we approach job searching. In this comprehensive guide, we explore the intricacies of finding employment in this digital era, focusing on innovative methods and tools that can give job seekers a competitive edge in a rapidly evolving job market.

UNDERSTANDING THE NEW TERRAIN

The digital age has revolutionised job searching, introducing both challenges and opportunities. The ease of applying for positions through platforms like LinkedIn and ZipRecruiter has led to a significant increase in application volumes, compelling companies to depend on Applicant Tracking Systems (ATS) for initial screenings. This shift necessitates a strategic approach to job applications, ensuring your resume stands out in a sea of candidates.

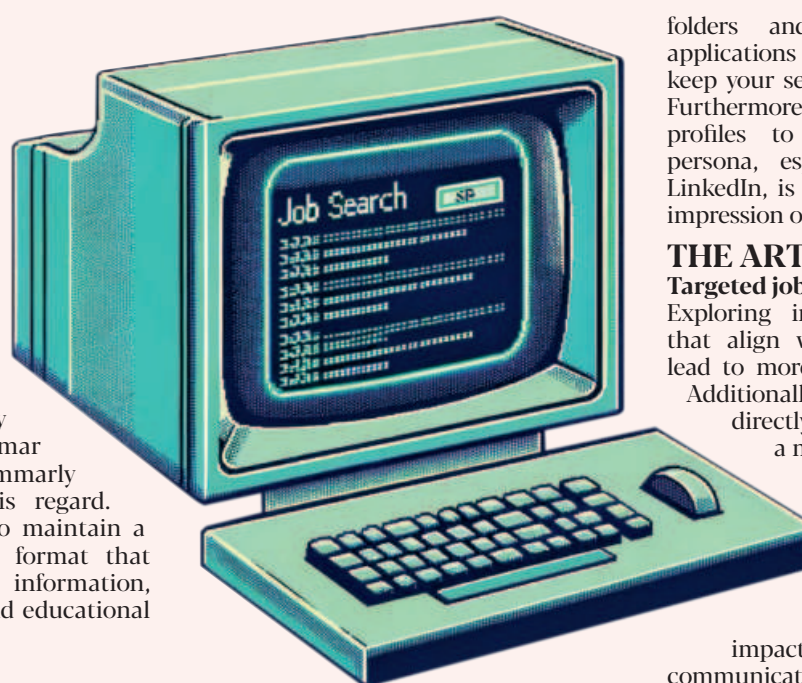
CRAFTING YOUR DIGITAL PERSONA

Building a robust resume

Crafting an effective resume involves more than just listing your qualifications and experiences. It is essential to optimise your resume for ATS by incorporating relevant keywords related to the job description. Ensuring there are no grammatical or spelling errors is equally crucial; advanced grammar checking websites like Grammarly can be invaluable in this regard. Moreover, it's important to maintain a clean and well-structured format that highlights your pertinent information, including past positions and educational qualifications.

Virtual interviewing

The pandemic has established video calls and Zoom interviews as staples in the recruitment process. To excel in this environment, it is crucial to prepare your space in advance. Ensure good lighting and a neutral background to present a professional image. Practising your responses and managing your on-camera



presence can significantly improve your performance in virtual interviews.

Leveraging technology

Utilising organisational tools is key to a successful digital job search. Maintaining

folders and spreadsheets to track applications and job descriptions can help keep your search organised and efficient. Furthermore, curating your social media profiles to reflect your professional persona, especially on platforms like LinkedIn, is crucial in making a positive impression on potential employers.

THE ART OF APPLYING

Targeted job search

Exploring industry-specific job boards that align with your career goals can lead to more relevant job postings. Additionally, visiting company websites directly for job postings can result in a more focused and efficient job search.

Utilising networks

Using connections within companies can significantly enhance your application's impact. Tailoring your follow-up communications to the hiring manager or recruiter, keeping them concise and positive, is an important step in the application process.

NAVIGATING COMMON PITFALLS

Avoiding generic applications

Each application should be tailored to

the specific job, reflecting the required skills and experiences. Investing time in understanding the role, the company, and its culture is crucial in creating an effective application.

Social media strategy

Distinguishing your social media profiles into professional and personal categories is important, with leisure accounts set to private to maintain a professional online presence.

The digital advantage

The digital age offers unprecedented access to information and job opportunities. Job seekers can use technology to discover roles that align with their aspirations and to tailor their applications effectively. This era demands a proactive approach to job searching, where staying updated and adaptable to technological advancements is crucial.

Job searching in the digital era requires a blend of technological savviness, strategic planning, and personal branding. By understanding the dynamics of digital recruitment and tailoring your approach accordingly, you can navigate this landscape with greater efficiency and success. The digital age, with its challenges, also brings a wealth of resources and opportunities that, when leveraged effectively, can lead to fruitful employment outcomes.