



## Task Title: Negotiating a Raise

### OALCF Cover Sheet – Practitioner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes ☐ No ☐

**Goal Path:** Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

### Task Description:

Employees need to know how to promote their strengths and negotiate a raise during performance evaluations. In this task the learner will role play asking for a raise based on a scenario.

### Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Interact with others/B1.1
- Understand and Use Numbers/Manage money/C1.2

### Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function
- Partner (can be instructor)

### Notes for Instructors/Facilitators

Have learners work in pairs. If pairing is not an option, you will need to work with the learner during the role play. Provide a calculator or digital device with a calculator function. Ensure the learner has been taught simple math calculations, including percentages.

### Learner Information

Employees need to know how to promote their strengths and negotiate a raise during performance evaluations.

Scan the Worker Scenario.

## **Worker Scenario**

Bill has been working at the local lumber yard for five years. His main duties are sorting, stocking and moving lumber in the yard. He also has to determine the quality, type, size and price of the lumber. For the last two years he has also been given the responsibility of working directly with clients, filling orders and supplying materials.

He enjoys interacting with other employees. In the past, his boss has asked him to train new employees to learn how to operate power tools, drive and operate the forklift and a lot more. In all his previous performance evaluations he has been told that he is hardworking, strong, and follows instructions well.

Bill hasn't received a pay increase in over two years, even though he has been given added responsibilities. His wife is expecting their third child and would like to stay home with the children two days a week once her maternity leave is done. This will save some money on daycare, but Bill still needs to make up for some of the money she won't be bringing home from working full-time hours.

Even though Bill likes his job, he might have to start looking for another one if he doesn't get a raise. He has a performance review coming up. He currently makes \$20 an hour and would like to negotiate a raise, based on his performance and added responsibilities.

## Work Sheet

**Task 1: Bill would like to ask for a 2% wage increase. How much will Bill be making an hour if he gets this amount?**

Answer:

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**Task 2: List three reasons Bill can tell his boss why he thinks he should get a raise.**

Answer:

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**Task 3: With a partner (or your instructor) pretend you are Bill and your partner is his boss. Ask for a raise and talk about the reasons why you deserve it.**

Answer: No written response required.

Task completed face-to-face. Yes ☐ No ☐

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## Answers

**Task 1: Bill would like to ask for a 2% wage increase. How much will Bill be making an hour if he gets this amount?**

Answer:  $\$20 \times 1.02 = \textbf{\$20.40}$  or  $\$20 \times 2\% = 0.40$   $\$20 + 0.40 = \textbf{\$20.40}$

**Task 2: List three reasons Bill can tell his boss why he thinks he should get a raise.**

Answer: Any three of the following:

- Bill has been given additional responsibilities in the past two years (working directly with clients, filling orders, supplying materials)
- He has not received a pay raise in over two years
- His previous performance evaluations have been good – he is hard-working, strong, and follows instructions well
- He has been asked to train new employees
- **Note:** The fact that his wife is expecting and they would like her to stay home part-time with the children is NOT an appropriate response – pay raises must be based on work performance only, not situations at home.

**Task 3: With a partner (or your instructor) pretend you are Bill and your partner is his boss. Ask for a raise and talk about the reasons why you deserve it.**

Answer: Answers will vary but should include several points listed above in Task 2.

### Performance Descriptors

| Levels | Performance Descriptors                                                                                    | Needs Work | Completes task with support from practitioner | Completes task independently |
|--------|------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------|------------------------------|
| A1.2   | locates multiple pieces of information in simple texts                                                     |            |                                               |                              |
|        | makes low-level inferences                                                                                 |            |                                               |                              |
| B1.1   | chooses appropriate language in exchanges with clearly defined purposes                                    |            |                                               |                              |
|        | participates in short, simple exchanges                                                                    |            |                                               |                              |
|        | speaks or signs clearly in a focused and organized way                                                     |            |                                               |                              |
| C1.2   | calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers         |            |                                               |                              |
|        | represents costs and rates using monetary symbols, decimals and percentages                                |            |                                               |                              |
|        | interprets, represents and converts amounts using whole numbers, decimals, percentages, ratios and simple, |            |                                               |                              |

Task Title: Negotiating a Raise\_E\_A1.2\_B1.1\_C1.2

| Levels | Performance Descriptors                                                                                                       | Needs Work | Completes task with support from practitioner | Completes task independently |
|--------|-------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------|------------------------------|
|        | common fractions (e.g. $\frac{1}{2}$ , $\frac{1}{4}$ )                                                                        |            |                                               |                              |
|        | uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) |            |                                               |                              |

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):