



# Your Pay Review Action Plan - A Treasury Professional's Guide to Your Next Pay Review

Use this worksheet to quantify your contributions, define your goals, and prepare for potential objections ahead of your pay review. Take your time to reflect on each section and rehearse your key points.

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## I. Identify Your Contributions

Evaluate your impact over the past year using the prompts below.

**Name three areas where you have saved the company money through your role.**

Include specific examples and estimate the financial impact:

### Area 1:

*What was the issue/opportunity?*

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*What actions did you take?*

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*How much did you save or optimize?*

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### Area 2:

*What was the issue/opportunity?*

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*What actions did you take?*

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*How much did you save or optimize?*

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**Area 3:**

*What was the issue/opportunity?*

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*What actions did you take?*

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*How much did you save or optimize?*

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**Highlight successful projects or initiatives you've led.**

- *Project/Initiative:*

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- *Outcome:*

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**List any revenue-generating activities or significant deals you've helped secure.**

- *Activity/Deal:*

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- *Value:*

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**2. Evaluate Your Market Value**

Use reliable data to benchmark your compensation against peers.

**What is the market average for your role based on responsibilities and geography?**

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**How does your current compensation compare? Highlight any gaps:**

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### 3. Define Your Range and Targets

Set clear, realistic goals for your pay review:

**Minimum acceptable raise:**

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**Ideal target raise:**

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**Exceeds expectations (stretch goal):**

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### 4. Prepare Your Evidence and Anticipate Pushback

Prepare for potential objections and rehearse your responses to strengthen your case.

#### Common Objections and Response Strategies

**“Why now?”**

*Response:*

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**“The budget is tight.”**

*Response:*

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**“Your current pay is already competitive.”**

*Response:*

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## Anticipating and Addressing Objections

Fill in the table below to think through possible objections and how you might respond:

<b>Objection</b>	<b>Your Response</b>
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*Example:* “We’re reviewing the whole team.”

*Response:* “I understand the need for a team-wide review, but I’d appreciate the opportunity to discuss my individual contributions and how they align with my request.”

### Your Key Arguments - What are the top three reasons you deserve a pay increase?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### How does your role go beyond its original scope or responsibilities?

\_\_\_\_\_

### How does fair compensation for your role support your company’s retention and performance goals?

\_\_\_\_\_

## 5. Rehearse the Conversation

Practice your discussion with a trusted colleague, mentor, or even in front of a mirror. Use these prompts to refine your approach:

*What tone will you use to start the conversation?*

\_\_\_\_\_

*How will you structure your case clearly and confidently?*

\_\_\_\_\_

*What’s your closing ask or next step?*

\_\_\_\_\_

**If you need further advice, then please feel free to contact one of the team who would be happy to help.**

**For UK based candidates contact:**



Mike Richards, CEO & Founder

Email: [mike@treasuryrecruitment.com](mailto:mike@treasuryrecruitment.com)

LinkedIn: <https://www.linkedin.com/in/mrtreasury/>

**For Europe based candidates contact:**



Katie Hardie, Executive Consultant, Global Treasury

Email: [katie@treasuryrecruitment.com](mailto:katie@treasuryrecruitment.com)

LinkedIn: <https://www.linkedin.com/in/khtreasury/>

**For USA based candidates contact:**



Joe Grabowski, Executive Consultant, US Treasury

Email: [joe@treasuryrecruitment.com](mailto:joe@treasuryrecruitment.com)

LinkedIn: <https://www.linkedin.com/in/joeg3/>