

How to Say It: Scripts to Help With Conversations on the Job

These scripts are designed for those currently employed and need some guidance on having direct conversations their manager. In each situation, timing is important. Make sure you're not approaching your manager when they are busy with something urgent or in the middle of a critical project or deadline: i.e. closing the books/expenses for the year, customer contract deadline, etc. You can always schedule these conversations for the beginning of the year as well and have time to gather your points, ideas and questions.

Situation: Requesting a Performance Review

Use this script to request a review of your performance outside of the normal timeframe for reviews, or if your employer does not do regular/annual performance reviews. **Pay isn't the only reason to request a performance review** — it can help you improve your job stability by ensuring your work is aligned with your expectations. I always advise that you should schedule a sit down meeting with your manager to evaluate your performance at least quarterly. Waiting until year end when everyone is burned out and ready to break for the holidays isn't always conducive to a great conversation.

Preparation:

- Timing is a key consideration for this request. Pick a time that isn't especially busy or consumed with a big project.
- This is an opportunity for you to **learn what you're doing well, and areas you can improve**. Remember: we ALL have areas we can improve in. It's normal. Before asking for the review, take time to review your job description and work goals (if you have them) and **put together a list of your accomplishments – not your day to day tasks**. Also, if you previously had a performance evaluation, review any feedback from that meeting.
- If you want to discuss compensation in this meeting, make that part of your request. (*"As part of the meeting, I'd also like to review my current compensation."*)

Make the Ask:

[Manager name], I wanted to see if we can find a time to meet to review my performance in my role. I'd like to get your feedback on my work and any areas of improvement I should work on. I want to make sure I'm meeting your expectations.

In my previous job, I had an annual meeting with my Manager to get feedback, and that really helped me make sure I was meeting her needs.





Is there a time that works best for you next week? [Choose a timeframe that works for you and your Manager.]

How It Might Sound:

You: James, I'm coming up on my one year anniversary here at BlueStone, and I wanted to see if we could sit down for a review of my performance and my compensation. I've put together some questions and a list of my accomplishments, and I'd like your feedback on how I'm doing and what goals I should be targeting for the next 12 months. Can we sit down for a meeting to discuss next week?

Manager: Wow. Has it been a year already? I didn't realize your work anniversary was coming up so soon. Sure, absolutely, we can review that.

You: Would Friday morning or afternoon work better for you?

Manager: Friday at 11 would be fine.

You: Great. Thanks. I'll send you a calendar invitation.

Situation: Asking to Turn a Temporary Position Into a Permanent One

This script can be used for roles that were hired as a temporary position, but you'd like to join the company as a permanent employee.

Preparation:

- If you are working as a temporary worker through a third party (for example, an employment agency), make sure that your contract doesn't prevent you from being hired on by the employer directly. The contract might also specify details about how the transition from temporary to permanent employee can be handled. Be sure to check first.
- If you were hired by the company as a temporary employee, they probably have policies for how to become a permanent employee. Make sure you are aware of these policies and how to be considered for a permanent role. Perhaps check with your People Team (HR Manager) or Talent Acquisition partner.
- If you were hired as a seasonal employee, make sure the business has enough workload to support you on a permanent basis. Otherwise, your request will either be denied outright, or you will be the first laid off if business slows down.
- Emphasize the benefits to the employer (For example: you've already demonstrated your ability to handle the workload and you're a good fit for the company culture. You have a few key things you've accomplished. You've networked. People know you and your work).





Make the Ask:

[Manager name], I've enjoyed working for [company name] on a temporary basis and would like to be considered for a permanent role.

I think this role is a good fit for me and for your needs.

[List some accomplishments and specific examples that support this.]

Would you consider hiring me on permanently or can we walk through the process for that to happen?

How It Might Sound:

You: Since Denise has decided not to return from maternity leave, I wondered if we could have a discussion about me joining the company permanently. I've enjoyed working for ABC Corp on a temporary basis, and would really like to be considered for her job.

I've demonstrated my ability to handle the weekly payroll, maintain the sales reporting, and process expense reports. The only thing I'm not doing right now is computing the sales tax reports, but I did that in my previous position, so that would be an easy thing to add.

Would you consider hiring me to fill her position?

Manager: I definitely would. You've done a great job handling Denise's responsibilities while she's been out on maternity leave. But there are a couple of things I would need to work out with the staffing agency. Let me look into those, and I'll get back to you.

You: Perfect. Thanks for considering me. I'm really excited about this opportunity.

Manager: You're welcome. I'll let you when I know more.

Also: if there is no maternity leave vacant position to be filled, what are the other open headcount roles? Have you checked the companies careers page? Typically, there must be a position for an employer to "slot you into" vs just adding you to the team. There is also a budget line associated with that role. Consider doing some number crunching of what it costs to pay the your temp agency vs what it would cost to hire you full time with both compensation and benefits. (Companies usually add anywhere from 14% - 18% for the cost of your benefits).





Next, be sure that if you have been doing the specific work in full that you have some accomplishments to highlight (how fast you picked it up, how you've worked with others, how you've taken on extra, etc.)

Lastly, be *patient*. Your direct manager isn't typically the one to approve additional hires, backfills or add extra headcount – even to their own team. There are usually a number of people within the organization they need to speak with first to gain buy in and approval. (i.e. their manager, finance/budget manager, HR manager, etc.) So don't take it personally if the answer is no at that time. Be patient, but be sure to follow up.

Situation: Asking For a Full-Time Position to Go Part-Time

Use this script to request to work part-time in a role you previously did full-time. You may want to go part-time because of health or family concerns or for another reason. Your employer may be willing to consider this to keep a good employee.

Preparation:

- One of the most important considerations is to frame this as a benefit to the employer, not just as something that will benefit you. You are more likely to get your request approved if you have a specific plan for how you will get your key tasks done in less time and if you have an idea for how the other tasks will get done (shifting some responsibilities to another co-worker or another department. Eliminating some work all together if it's not value add or revenue producing for the company (make sure you understand the full scope though) or hiring another part-time person to pick up the tasks). Think through the specifics of your plan before asking for a meeting. Consider ALL options as you never know what the organization is capable of.
- It also helps if you can show cost savings that might result (for example, reducing the cost of health insurance or retirement benefits).
- Try to give at least a 1-2 months notice before you want the change to take place. It takes time to gather further approvals from other stakeholder, realign budgets, or request temporary employees. Be patient.

Make the Ask:

[Manager name], I wanted to talk with you about the possibility of transitioning to part-time hours for my role. I have a proposal that includes specific plans for how my key responsibilities will get done, a plan for how my other work can be done, and the cost savings that will result.

Can we schedule a time to discuss this? [Choose a timeframe that works for you and your Manager.]

How It Might Sound:





You: Tina, as you know, my new kitchen tool is going to be featured on “Shark Tank” next month, and I’m hoping to transition to part-time hours so I can balance promoting this invention with my work here. I have a proposal that includes specific plans for how I can handle 75% of my work in 25 hours a week. I also have an idea for what to do about the other 25% of my work. The proposal will save you about \$18,000 while still getting all my work done.

Manager: I’d be willing to discuss that. Obviously, we don’t want to lose you as an employee. When do you want to meet?

You: How about Tuesday afternoon?

Manager: Sure. We can do 2 p.m. Tuesday.

You: Great. Thanks.

I hope you found these scripts helpful to give you ideas on approaching a conversation with your manager. **Here is a summary of some Do’s and Don’ts:**

- Remember is to actually ASK!
- Be ready for a YES!
- Be ready for a no or not right now!
- Don’t assume nothing can be done.
- Don’t be afraid. The organization should not retaliate against you for engaging in a conversation with your manager about any aspect of your role.
- If you are a bit nervous (because the company culture has shown otherwise!) schedule time with your People Team, HR Manager, HR Business Partner first. They can give you some additional insight into what to ask or what’s going on within the organization that you may not be aware of.
- Be sure you are doing the work, showing up, and are engaged with the work you’re doing.
- Don’t make it all about you and money. How can your ask assist or benefit the team as well?
- Do have a plan B if the answer is no or not right now
- Do discuss communication plans to the team/department if you’re request is granted to go part time.

