

Who Gets a Raise?

Characters: Mrs. Horton, Trina's supervisor
Trina, employee at Star Bookkeeping
Robert, employee at Star Bookkeeping
Narrator

Narrator: Trina was the fastest data entry person at Star Bookkeeping. In addition, her work was always completed right. Mrs. Horton had given her good reviews and told her that the company was happy to have her as an employee. Mrs. Horton had asked Trina to meet with her on Tuesday at 9:00 a.m. Trina stopped to talk to Robert before she met with Mrs. Horton. Robert also had an appointment with Mrs. Horton for his six-month review at 9:30 a.m.

Trina: Hi Robert, how are you today?

Robert: I'm great, Trina. You sure look happy today.

Trina: I have a meeting with Mrs. Horton this morning. I'm sure that she is going to give me my six month raise today.

Robert: I'm meeting with her, too. I'm not so sure about my raise, but I know you'll get yours. You are the fastest data entry person in the department. When I met with Mrs. Horton last month, she told me that I still needed to work on my speed and accuracy.



Trina: Robert, I'm sure you will get your raise. You have been staying late every night for the last four weeks. And you are always doing extra work during your breaks. I don't know how you constantly work so hard.

Robert: I have a long way to go to catch up with your speed and accuracy, Trina. That's why I'm putting in so much extra time.

Trina: Ooops! It's 9:05, I better run or I'll be late for my appointment.

Narrator: Trina knocked on Mrs. Horton's office door at 9:06.

Mrs. Horton: Trina, thank you for meeting with me. I wanted to tell you again that you are still the fastest and most accurate data entry clerk we have here at Star Bookkeeping. We are glad to have someone who is so good at data entry.

Trina: Thank you, Mrs. Horton, I like my job and this company.

Mrs. Horton: You are at the six-month point and it is time for a six-month raise. I am sorry to say that I can't offer it to you at this time, Trina. In fact, I am afraid that I have to give you a warning because you have not been dependable.

Trina: But Mrs. Horton, I'm the fastest and most accurate person in the department. I thought you were happy with my work.

Who Gets a Raise ?

page 2

- Mrs. Horton:** That's right, Trina. If you were more dependable, you would not only get a raise right now, but we would also consider having you start in the company training program, which would enable you to receive a promotion to senior data entry clerk in six months.
- Trina:** Mrs. Horton, I feel that I have been dependable. I do more work for the company than anyone in my department.
- Mrs. Horton:** That's right, Trina, and, as I've told you before, we appreciate your work. But, you have been late after your lunch break three times in the last three weeks. More importantly, you've not been at your work station when I needed to give you special work four times in the last two weeks. If this continues, I will have to give you a second warning. This could lead to you losing your job.
- Trina:** I always get my work done.
- Mrs. Horton:** Trina, yesterday I had a very important job that needed to be finished by 3:00 p.m. You were not at your work station and I could not find you, so I gave the job to Robert.
- Trina:** I wasn't at my desk because I had finished all my work and there was nothing to do. Robert isn't as fast as I am. He might not be able to get the job done on time.
- Mrs. Horton:** Robert was there and willing to do the work. I didn't know when you would be back. Last week I wanted you to train a new employee, but I could not find you, so I gave the job to someone else.
- Trina:** Mrs. Horton, I'm really sorry. What can I do to improve my work?
- Mrs. Horton:** First, you need to stay at your work station. The jobs I have had for you to do are the kind that could lead to a raise. I'm sorry you missed out on them. But you have to understand that the company could lose money if you do not get the work done on time. I need someone I can depend on.
- Narrator:** Trina was really upset. She had expected a raise and instead, she received a warning. At 9:28 a.m. Robert was waiting at Mrs. Horton's office door for his 9:30 meeting. Mrs. Horton smiled warmly as she welcomed Robert.
- Mrs. Horton:** Thank you for coming promptly, Robert. I would like to go over your six-month evaluation with you.
- Robert:** Thank you, Mrs. Horton. I am very happy here at Star Bookkeeping.
- Mrs. Horton:** As you know, last month we met and talked about your need to increase your typing speed and accuracy. It's obvious that you have been working hard to become faster at your job.



Who Gets a Raise?

page 3

Robert: I really want to improve and move up in the company.

Mrs. Horton: Here at Star, we notice employees who put extra effort into their work. Especially those who come to ask if there is anything they can do when they are finished with their work. It shows us that the job is important to that person. Dependability is one of the most important things we look for in an employee. These are the things we appreciate in your work.

Robert: Thank you, Mrs. Horton

Mrs. Horton: Robert, I am happy to say that you will receive your six-month raise. You deserve it and we are happy to give it to you.

Robert: What should I work on to improve my skills?

Mrs. Horton: Robert, if you continue to increase your speed, you may be eligible for the employee training program. You could then train to be a senior data entry clerk.

Robert: Thank you, Mrs. Horton, I will look forward to the training program.

Narrator: Mrs. Horton evaluated two employees with different skills and both were surprised with the results. Because Trina is so fast, she thought she would automatically get a raise. However, Robert felt he needed improvement and was surprised to get a raise.

Answer the following questions:

1. Why did Trina expect a raise?
2. Why was Trina so surprised that she was getting a warning instead of a raise?
3. What did Robert do to earn a raise?
4. What did Mrs. Horton base her decision on when giving raises?
5. If you were in Trina's place, what would you do next?
6. If you were in Robert's place, what would you do next?
7. What did Trina and Robert talk about after they finished their meeting with Mrs. Horton?