

Job Description

Job Title: EXECUTIVE BENCH CONSULTANT
Department: EXECUTIVE BENCH
Date Prepared: 09/20/2018
FLSA Status: EXEMPT

Position Summary: This position functions within the Executive Bench Department reporting to the Practice Leader, Executive Bench. The role delivers client-facing consulting services in the key practices of Executive Bench: Readiness for Scale, Scaling for Growth, and Succession Insights.

Essential Functions:

- Conduct 360 interviews, analyze themes and write summaries
- Conduct assessments interviews (semi-structured, including competency-based behavioral questions as well as biographical questions)
- Integrate data from objective testing (Raven's Advanced Progressive Matrices and Hogan suite), interview, and 360s to prepare accurate and impactful assessment reports
- Deliver impactful, direct, supportive individual feedback to leaders at various levels in client organizations
- Engage with clients in ways that are consistent with the RHR brand and any client-specific guidance from account or program managers
- Partner with RHR colleagues and account managers; be easy to work with; meet all program requirements and deadlines
- Share back relevant client insights beyond in the spirit of continuous improvement
- Comply with relevant RHR and account policies and procedures, including confidentiality, data security, etc.

Qualifications/Skills/Educational Requirements:

- A Bachelor's Degree in Psychology, Business or related field
- Experience with Psychometric instruments (personality and cognitive ability)
- Hogan certification or equivalent experience
- Strong written communications skills, with the ability to adapt to context and client expectations
- Interviewing skills (360, biographical, competency-based)
- Qualitative analysis; integrate and calibrate data from multiple sources to form meaningful insights about performance, scalability, and development
- Strong verbal communication skills; provide impactful feedback and adapt appropriately to client reactions
- Self-motivation and sufficient organization and conscientiousness to comply with policies, procedures and deadlines

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