

Analyst	Senior Analyst	Associate	Senior Associate	Principal I	Principal II	Partner
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Building a Foundation of Skills and Knowledge

KEY CONSULTING RESPONSIBILITIES

- Entry level position into Career Consulting
- Performs basic analysis with guidance and instruction
- Balances multiple project schedules to meet deadlines
- Assists in drafting reports with guidance and direction
- Learns Mercer standard tools and methodologies
- Coordinates project logistics and activities with guidance from project manager
- Solicits feedback on work performed and applies insights to future assignments
- Listens carefully, takes detailed notes, and asks effective questions to confirm understanding
- Proactively seeks out opportunities to further develop skills and capabilities

OTHER CONTRIBUTIONS TO THE BUSINESS

Financials:

- Meets personal utilization / billing targets
- Delivers work within established budgets and deadlines

Intellectual Capital Development:









- Supports business and intellectual capital development upon request (e.g., preparing briefing books, conducting research, etc.)

TRIGGERS FOR ADVANCEMENT









- Consistently meets or exceeds utilization / billing targets for role and geography
- Track record of delivering high quality standard analysis consistently with only moderate levels of guidance from project manager
- Prioritizes work effectively; demonstrates ability of when to say “yes” or “no” to requests to manage time, workflow and expectations
- Demonstrates sustained level of high quality work, consistently delivering work on time and within budget
- Displays initiative (assimilates data and facts from different places and sources; learns to not re-invent and leverage what exists)
- Sought out by other consultants as a project team member

CAPABILITIES REQUIRED

CORE COMPETENCIES:

 Client Service: Respond Effectively to (internal/External) Client Needs.	DEVELOPING
 Result Focus: Deliver Quality and Results.	DEVELOPING
 Critical Thinking: Apply Critical Thinking to Solve Problems.	DEVELOPING
 Change Agility: Be Open and Agile in Response to Change.	DEVELOPING
 Innovation: Innovate New and Better Ways of Doing Things.	DEVELOPING
 Learning Orientation: Learn and Grow.	DEVELOPING
 Communication and Influence: Communicate and Engage Others Skillfully.	DEVELOPING
 Collaboration: Value and Work Well with Diverse Others.	DEVELOPING

KEY SKILLS:

 Business and Financial Acumen	DEVELOPING
 Consulting	DEVELOPING
 Leadership	NA
 People Management	NA
 Project Management	DEVELOPING
 Sales	NA
 Using: PPT, Excel, Outlook	PROFICIENT
 Technical Skills: Develop understanding and application of technical skills	DEVELOPING