

WORKFORCE LIFECYCLE ANALYTICS

Talent Analyst Research Intern

Job Description

As a Talent Analyst Research Intern for WLA, you will have the unique opportunity to gain a wide variety of experiences in talent management consulting, including:

- Full-cycle content development and data analysis for work assessments in cognitive ability, personality, biodata, situational judgement and others
- Development, implementation and training to clients in employee engagement surveys
- Definition and refinement of competency model processes and tools
- Definition and refinement of succession planning model processes and tools
- Technical writing for technical manuals, blog posts, and client proposals
- Development of client-friendly tools, resources and flyers for potential and existing clients to understand WLA's value and put scientific talent management strategies into practice

Essential Duties & Responsibilities

Intern duties and responsibilities are structured within three areas: Primary project, secondary project, and professional/organizational development. Potential Primary projects, secondary projects, and professional/organizational development projects are presented below in the WLA Projects Snapshot. Further, Interns will be expected to finish at least two primary projects throughout the duration of the internship. Timeline expectations with progress deadlines will be set in the introductory meeting.

1. **Primary Project** - Each intern will be assigned a primary project in which they will help drive the progress towards a business deliverable product. (50% of Time)
2. **Secondary Project** - Secondary projects will be assigned to have interns provide a supportive role to an ongoing WLA development project. (25% of time)
3. **Professional/Organization Development** - Finally, interns will also be expected to contribute to their own professional development and the business development through the generation of Points for Practice from prominent article reviews in relevant topics in I-O & HR or other social media targeted engagements, and the development and implementation of research questions to be submitted to the SIOP Annual Conferences.* (25% of time)

*These duties and responsibilities are dynamic and may be non-inclusive, as the needs of the company change. Intern work may include or exclude items as project needs change.

WLA Projects Snapshot

Primary Projects:

1. **Job Analysis Development:** Includes research for content from O*NET and creation of job analysis survey tools, interview and focus group templates. Deliverables for this projects include a job analysis questionnaire aligned to O*NET for WLA to implement with organization SMEs and incumbents to identify KSAOs related to the identified job, interview and focus group templates, and templates for reporting the results of job analyses.



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- 2. Competency Model Process:** Includes developing documentation and procedures for WLA approach to building organization specific competency models. This project will start with an internal process guide for best practices and steps in developing competency models. Then interns will support the creation of marketing and sales materials for proposing competency models to clients. Other work in this project may include templates for initial interviews, focus groups, and SME ratings in developing organization specific competency models. Interns will also be asked to develop a competency model interview question bank.
- 3. Succession Planning Process:** Includes reviewing relevant literature on best practices in succession planning and developing an internal guide for WLA on developing succession planning systems for organization. Then interns will support the development of sales and marketing material for proposing succession planning work to clients. Further work on this project includes developing documentation for organization, producing, and implementing succession planning for clients.
- 4. Validation Project for Situational Judgement Test and Cognitive Ability Test:** Includes managing data collection and analysis for situational judgement test items and cognitive ability tests developed for WLA. The intern leading this project will need to review best practices for validating and assessing the quality of SJTs and CA tests, then after advisement with WLA leadership implement the plan of action for validating WLA SJT and CA tests.

Secondary Projects:

- 1. Standard Survey Data Check Process:** Includes outlining the steps in documentation about standard WLA approach to cleaning, analyzing, and recording data analytics.
- 2. Sales/Marketing Materials:** includes building sales presentation decks for work personality assessment process, content for assessment specific flyer, and the WLA overview deck.
- 3. Other Project Management Materials:** Includes building documentation for survey or assessment implementation such as a FAQ sheet, communication plan, and invitation templates for each type of product.
- 4. Employee Engagement and Employee Experience Documentation:** Includes supporting the production of sales/marketing and internal documentation related to product options for employee engagement/experience surveying.
- 5. Development of Biodata Measurement:** Includes supporting the production and refinement of biodata items to be used in selection settings. This project will start with a literature review of what constructs can be best assessed with biodata, then item generation and refinement for biodata items to measure these identified constructs.

Professional/Organizational Development Projects

- 1. Points for Practice:** Includes identifying review or summary articles from prominent and relevant topics within I-O psychology, summarizing articles into recommendation for practice, and producing aesthetically pleasing form of delivery for information via social media and marketing techniques. These projects will entail taking scientific research or summaries of a research topic and summarizing the key points into actionable



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recommendation HR and People experiences professionals can use within their respective organizations.

- 2. Blog generation & writing:** Includes generating ideas for WLA *Bridging the Scientist-Practitioner Gap* blog and writing summaries to post on website & social media platforms.
- 3. SIOP Research question/panel discussion generation:** WLA encourages and supports interns being productive at crossing the science-practitioner gap. One way we do this is by supporting the development of and implementation of research questions to be prepared and submitted to SIOP, a national I-O conference. Interns will be encourage to share ideas and work on selected projects to prepare submissions at end of the summer.

Our Internship Program offers:

- A broad variety of experiences in talent management to determine your passion, without being relegated to one area such as performance, selection, etc.
- Technical mentoring & coaching by experienced practitioners for individualized development
- Ability to collaborate and network with other students and practitioners
- Opportunity to utilize data to research and publish at various professional society conferences and journals (i.e., SIOP, SHRM, etc.), if desired

The Talent Analyst Research Intern is an unpaid 14-week summer internship requiring 20 hours a week.

What do our interns bring?

Our interns bring initiative, innovation, and resourcefulness to help WLA become a premier talent management consulting firm. If you have the ability to maintain a positive attitude, work independently and with a team, and an eye for detail and analysis, you'll fit right in! WLA provides meaningful opportunities for aspiring consultants and researchers to help them maximize their potential and make an impact.

Candidate Qualifications

Required:	Preferred:
<ol style="list-style-type: none">1. Pursuing undergraduate degree in psychology, business, or data science.2. Legally authorized to work in the U.S. and able to work remotely/virtually from homesite 20+ hours/week for 14 weeks3. Ability to effectively work independently and manage projects4. Basic knowledge of psychometrics, scientific survey/assessment methodology and of psychological constructs (i.e., personality, cognitive ability, etc.)5. Experience with MS Office Suite (Word, Excel, Access, PowerPoint), with an emphasis on Excel (Pivot tables, VLOOKUP, Macros etc.)	<ol style="list-style-type: none">1. Pursuing a degree in I/O Psychology, Business Analytics, Data science, Organizational Dynamics or similar experience and background2. General knowledge & experience with basic statistical analyses (i.e., factor analysis, reliability analysis, item analysis, regression/analysis of variance, IRT)3. Possess strong problem solving, analytical and creative thinking skills4. Possess creative, technical and academic writing skills5. Previous experience and technical skill in data management using SPSS/R & Excel6. Excellent analytical and presentation development skills – an eye for detail7. Ability to translate scientific initiatives and concepts for non-scientific audiences



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Company Background

WLA combines the sophistication and experience of a full service big box firm with the agility and scalability of a small nimble consulting company. WLA brings big consulting and scale it down to small and medium sized businesses. We take companies from reactive talent management to into a progressive and proactive talent strategy that drives business, impacting the bottom line. The goal of WLA is to partner with organizations to support them to become better and more productive through an optimized workforce.

WLA supports its partners in two ways - **individual assessment** and **employee listening strategies**. With individualized assessment, partners can match the right person for the right job, ensure better employee performance through scientifically validated selection methods, and provide an avenue for employee development to cultivate the current workforce. From individual contributor to executive, WLA can provide the insight needed to make strategic and data driven talent management decisions.

WLA assists organizations keep track on the pulse of their organization through employee listening strategies. Partnering with clients to gather feedback across the workforce lifecycle and various inflection points from entry to exit, leaders can be informed on various blind spots to address, making the organization a more productive and fulfilling place to work.

Interested? Contact Bjordan@workforcelifecycle.com with your resume and cover letter.

In the meantime, check out WLA company background below and on our website at www.workforcelifecycle.com .

