

Consultant Hiring Checklist

Identify the need for consulting

- What technical skills are required?
- What is the timeline/schedule of the project?
- What are the milestones?
- What are the expectations?

Partner with a consulting firm

- Do they have broad understanding of technologies?
- Have they led, staffed and managed projects?
- Have they been a hiring manager?
- What is their domain-specific experience?
- What are their payment and contract terms?
- What is the expertise of your point-of-contact?

Evaluate Consultants

- What related experience do they have?
- How long have they worked in related fields?
- How well will they fit with your team?
- What are the unique strengths of the consultant?
- What additional skills are traded off?

Interview and Select a Consultant

- Who will they work with/report to?
- Establish question/topics as key review criteria
- Schedule interviews with stakeholders

Prepare a Statement of Work (SOW)

- Establish clear, attainable and measurable goals
- Schedule Milestones
- Confirm rate, billing agreement and terms
- Establish communication protocol, i.e. updates

Start the Consulting Assignment

- Schedule appropriate orientation
- Make resources available, i.e. computer, desk, phone
- Prepare project materials and documentation
- Conduct project launch with colleagues

Monitor Progress

- Keep open dialogue with consultant and consulting firm
- Did the consultant begin and learn quickly?
- Is he or she self-managing in the project environment?
- Is the consultant performing as expected?
- Is he or she meeting goals and milestones?

Questions
to ask when
hiring a
consultant

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