

Determining Whether or Not to Hire A Consultant

This worksheet was created by The Denver Foundation's Inclusiveness Project (www.nonprofitinclusiveness.org) to support organizations doing inclusiveness work.

Users are encouraged to customize the worksheet to meet the needs of their respective organizations.

Instructions

As you think about whether or not your organization needs a consultant for the inclusiveness initiative, keep in mind available funds and options that you can turn to if you do not have the financial resources to hire a consultant to fully supplement your process.

Consider these options:

- Use the skills and talents of your staff members. For example, an organization may have staff members with research skills that can be utilized for information gathering.
- Use the services of a volunteer. For example, an organization may have a long time volunteer or board member who works as a meeting facilitator who may be willing to donate in-kind services. Some consultants may also be willing to donate a portion of their services and provide other services for a fee.
- Trade services with another organization. For example, one nonprofit may have staff members who have experience in the field of data collection, and another nonprofit may have staff members who have experience in meeting or process facilitation, and these two organizations may be able to work out a trade for some services.

What resources do you have to support your inclusiveness initiative?

What services do you anticipate that internal or external resources will provide?

What needs do you anticipate having that you would like a consultant to meet?

Do you anticipate having funds to use for a consultant's services?

After you consider your alternatives, decide whether or not you will hire a consultant or consultants for the inclusiveness initiative.

- Yes, we will hire a consultant(s)
- No, we will not hire a consultant(s)

If YES, these are the responsibilities and tasks for which we will hire a consultant(s):

If YES, the following person(s)/group will be responsible for managing the hiring process:

If YES, the following person(s)/group will be responsible for reviewing consultant proposals once received:

If YES, the following person(s)/group will be responsible for interviewing the top two or three candidates:

If YES, the following person(s)/group will be responsible for checking references for the top candidates:

If YES, the following person(s)/group will be responsible for the final selection of a consultant:

Name of Organization _____

Date Exercise Completed _____