ON-DEMAND CONSULTING

# Provider Evaluation Checklist

Eight questions to ask any on-demand consulting provider before you share a project brief

**Provider** _____ **Date** _____

☐

1 VETTING

## How are consultants vetted, and by whom?

Look for: a person who has discussed your project with the consultant, not keyword matching.

Notes _____

☐

2 SCOPING

## Does the provider scope the problem before matching?

Look for: a scoping conversation before any profiles are sent.

Notes _____

☐

3 OWNERSHIP

## Does the provider ask who will own the work on your side?

Look for: a request to name an internal owner before anyone is matched.

Notes _____

☐

4 ADMINISTRATION

## Who handles contracting, worker classification, and payment?

Look for: a clear answer on whether any of that burden stays with you.

Notes _____

☐

5 CONFIDENTIALITY

## What confidentiality protections exist before project details are shared?

Look for: signed confidentiality agreements before the brief goes out.

Notes _____

☐

6 SPEED

## How quickly is a match made, and how is that measured?

Look for: a number and a definition of what is being measured.

Notes _____

☐

7 RECOURSE

## What recourse exists if the match is wrong?

Look for: a stated replacement or exit path, and the right to stop work.

Notes _____

☐

8 ADJACENT NEEDS

## Can the provider support the adjacent needs that emerge?

Look for: access to interim executives and permanent search, not one model for every problem.

Notes _____