



## **SELECTING A CONSULTANT**

### ***Checklist for Selecting Consultants***

#### **Does the consultant...**

- Appear to be genuinely interested in your organization?
- Demonstrate sufficient knowledge, capability, and experience related to the particular problems that your organization must address?
- Begin the consultation at your organization's level of sophistication?
- Respect your organization's skills, experience, and history?
- Remember that the client is your organization, not necessarily the individuals representing it?
- Listen carefully?
- Gather all of the information necessary to understand your organization and to put the problem in its proper context?
- Prepare adequately?
- Strike a balance between the broader picture and the details of the specific problem?
- Have a policy regarding confidentiality of client information, particularly about its problems?
- Pay attention to internal politics and assess how the consultant fits into the picture?
- Accept the fact that the for-profit sector doesn't always have the answers for nonprofits?
- Realize that the skills, tools, and processes used by the consultant on a daily basis are not always directly applicable to your organization and may need adaptation or interpretation?
- Avoid the role of "gatekeeper", letting the client develop its own resources and contacts?
- Practice teaching and enabling, instead of doing?