



The Top Notch Consultant: 25 Critical Criteria for Hiring the Right Consultant

For your convenience, we have assembled this checklist. Rate a given consultant candidate on each criteria, using a scale of 1-5:

- 1 = unacceptable
- 2 = below average
- 3 = average
- 4 = above average
- 5 = excellent

#	Criteria (rate candidate on 1-5 scale)	1	2	3	4	5
1	Has the Right Education and Certification/s					
2	Has the Relevant Experience and Knowledge					
3	Has the Smarts to Understand Your Business, Even If It Is Complex					
4	Is Trustworthy and Offers the Opportunity to Try Him/Her Out					
5	Speaks the Right Language to Really Connect with You and Your Team					
6	Asks for the Right Prerequisites					
7	Listens to You!					
8	Has Excellent Communication Skills					
9	Has Interpersonal Skills That Work Well With You and Your Team					
10	Has Creative, Innovative Problem-Solving Skills					
11	Is Open-Minded					
12	Brings Fresh Eyes					
13	Brings Tools That Have Been Proven to Yield the Results You Need					
14	Has a Systematic Process that Produces Consistently Excellent Results					
15	Has a System to Back up, Share and Protect All data That Pertain to You					
16	Co-creates Plans of Actions with You and Your team - and Generates Buy-in and Implementation					
17	Sees the Big Picture					
18	Has Integrity, Keeps promises and Is "Real"					
19	Is Responsive					
20	Is Punctual and Respectful of the Client's Time (and Expects the Same in Return)					
21	Sets Clear Expectations for Both Client and Consultant					
22	Fits With Your Timetable					
23	Fits Your Budget - and Check that Your Expectations Fit With Your Budget					
24	Is Not Desperate to Get Your Business (the Cheapest is Usually Not the Best Value)					
25	Is Committed to the Client's Success (Now and in the Longer Run)					