HR CONSULTING WORKFLOW / 01

DEFINE ONE HR OBJECTIVE

Describe the operating need without naming a person or deciding a policy outcome.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Objective A / intended operational outcome / sponsor role

Process A / broad workflow category / current handoff gap

Document Category A / current or new / no contents

Audience Category A / roles only / no names

Known timing or decision window / no employee dates

Open objective or scope question for the consultant

Preparation only. Not employment, labor, discrimination, wage, benefits, safety, privacy, discipline, termination, contract or legal advice. Keep workforce identities and private records out.

HR CONSULTING WORKFLOW / 02

MAP SOURCE AND REVIEW ROLES

Separate research, drafting, qualified review, approval and rollout responsibility.

Official source topic / page consulted / date checked

Question requiring qualified HR or legal review

Consultant assessment deliverable / proposal section

Drafting owner / version and change-round method

Qualified reviewer / review boundary / written signoff

Internal approver and rollout owner / roles only

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HR CONSULTING WORKFLOW / 03

CHECK THE DECISION PACKET

Tick what is organized. These checks do not approve a policy or employment decision.

- [ ] Neutral process, document and audience labels are used
- [ ] Workforce identities and private records stay elsewhere
- [ ] Each official-source topic has a date and open question
- [ ] Assessment and drafting deliverables are separated
- [ ] Qualified review and internal approval owners are named
- [ ] Rollout and staff-question routing are documented
- [ ] Support, updates and closeout records are defined
- [ ] Every provider receives the same non-sensitive brief

Objective Brief A / version date / proposal reference

Source Question Log A / reviewer role / unresolved item

Rollout and Support Map A / owner / next review date

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HR CONSULTING WORKFLOW / 04

QUESTIONS FOR THE HR CONSULTANT

Ask every provider the same objective, responsibility and review questions.

Objective: how will you confirm the operating need and success evidence?

Scope: which processes, documents and audiences are included?

Sources: how will official questions and qualified review be handled?

Deliverables: what assessment, drafts, versions and revisions are included?

Rollout: who owns approval, communication and staff-question routing?

Support: what update, handoff and closeout records will we receive?

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HR CONSULTING WORKFLOW / 05

COMPARE HR CONSULTING PROPOSALS

Use Providers A and B with the same non-sensitive objective and decision brief.

Provider A / Provider B / proposal and source-review dates

Objective, assessment and deliverable scope - A / B

Drafting, qualified review, approval and rollout roles - A / B

Exclusions, revisions, support, timing and open questions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start an HR Consulting request. Share a non-sensitive objective, process-category and responsibility brief so participating pros can compete with proposals. Compare assessment, written deliverables, qualified-review ownership, rollout support, timing and fit. A private workforce-context, source and professional-review discussion may be needed before a final proposal.

One request. Every pro's best offer.

Start a request

Participation varies. A planning conversation may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/hr-consulting

U.S. EEOC - Small Business Resource Center (official reference)

U.S. Department of Labor, Wage and Hour Division - New and Small Businesses (official reference)

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