

**Community Clinics Initiative
Building Capacities Program**

WHAT TO LOOK FOR WHEN HIRING A CONSULTANT

SAMPLE QUESTIONS

1. How long have you been consulting with nonprofit organizations?
2. How long have you been providing these particular services?
3. Describe any prior experience consulting with community health centers.
4. Describe any prior experience working with consumer boards.
5. For capital campaign consultants: Do you think an organization that has no prior history of fundraising from individual donors and that has no “deep pockets” on its Board can implement a capital campaign? How would you design a campaign for such an organization?
6. Describe any prior experience working with healthcare organizations.
7. Have you ever worked in a nonprofit organization as a staff member? Please explain.
8. Explain why you are particularly qualified to provide services to this clinic.
9. What are the last five consulting jobs you have completed (name of organization and services provided)?
10. Provide a resume and all contact information, including a website, if you have one.
11. Provide the names and contact information (email and phone) for your clients at three organizations comparable to community clinics for which you directly provided consulting services in the past five years. If you haven’t consulted with three comparable organizations, include any others where the tasks and/or the culture of the organizations were similar and explain.