



CONSULTANT COMPETENCIES AND AVAILABILITY

Consultant/Contractor: _____ **Date:** _____

Preferred Schedule (Hours/Days of the Week): _____

“X” those boxes where you are “qualified” – in the last box, choose (low, medium, or high)

Competency Area	Training Only	Application Experience	Advanced	Expert	Level of Interest (Low, Medium, High)
• HR Department Management					
• Strategic HR Planning					
• HR Audits/Assessments					
• HRIS					
• Organizational Assessment					
• Organizational Design					
• Organizational Development					
• Leadership and Motivation					
• Total Quality/ISO					
• Employee Involvement Strategies					
• HR Research (employee surveys, etc.)					
• International HR management					
• Legal and Regulatory Factors/Compliance					
• Job Analysis and Documentation					
• Performance Management					
• Workplace Behavior Problems					
• Recruitment					
• Selection					
• Career Planning and Development					
• Affirmative Action Plans					
• Organizational Exit (termination planning)					
• Labor Relations					
• Collective Bargaining					

Competency Area	Training Only	Application Experience	Advanced	Expert	Level of Interest (Low, Medium, High)
• Managing Organization – Union Relations					
• Maintaining Non-Union Status					
• Public Sector Labor Relations					
• Compensation Philosophy and Strategy					
• Job Evaluation Methods					
• Job Pricing and Pay Structures					
• Compensation Plan Design					
• Employee Benefits Design					
• Managing Benefit Programs					
• Evaluating the Effectiveness of Total Compensation Programs					
• Health (e.g. promoting a healthy work environment)					
• Workplace Safety (e.g. W/C, OSHA)					
• Training Needs Analysis					
• Training/Learning Program Design					
• Delivering Training/Learning Workshops					
• Facilitation					
• Training/Learning Program Effectiveness Assessment					
• Executive Development					
• Design of Employee Handbooks					
• Coaching					