Human Resources Consulting Scope of Work Example

1. Introduction

This Scope of Work ("SOW") outlines the tasks and deliverables to be completed by [Consultant Name/Company] for [Client Name] in the area of Human Resources Consulting.

2. Objectives

- Enhance HR processes and policies to align with organizational goals.
- Support talent acquisition and retention strategies.
- Ensure compliance with relevant labor laws and regulations.

3. Scope of Services

1. **HR Policy Review and Development**
   - Assess current HR policies and identify areas for improvement.
   - Develop and update employee handbook and HR manuals.

2. **Recruitment and Staffing Support**
   - Assist with job descriptions, postings, and candidate screening.
   - Develop standardized onboarding procedures.

3. **Performance Management**
   - Create or enhance performance appraisal systems.
   - Provide training to managers on effective feedback techniques.

4. **Compliance and Risk Management**
   - Review for compliance with local, state, and federal regulations.
   - Recommend action steps to address compliance gaps.

5. **Employee Relations**
   - Advise on conflict resolution and employee engagement strategies.
   - Support investigations of workplace concerns as needed.

4. Deliverables

- Written assessment report on current HR practices
- Updated and customized HR policy documents
- Templates for job descriptions and performance reviews
- Staff training materials and session outlines

5. Timeline

The project will commence on [Start Date] and conclude on [End Date], unless extended by mutual agreement.

6. Roles and Responsibilities

- **Consultant:** Responsible for providing all services and deliverables listed above.
- **Client:** To provide access to necessary information, documentation, and personnel as required.

7. Acceptance Criteria

All deliverables will be reviewed and approved by [Client Name] within 10 business days of submission.

8. Approval

By signing below, both parties agree to the terms defined in this Scope of Work.

[Consultant Name/Signature] _____

[Client Name/Signature] _____

Date: _____