

Talent Acquisition Consulting Scope of Work

1. Introduction

This document outlines the scope of work for Talent Acquisition Consulting services to be provided to [Client Company Name]. The intent is to define deliverables, responsibilities, and key milestones to ensure a clear understanding of project expectations.

2. Objectives

- Assess current talent acquisition processes and strategies.
- Develop recommendations to optimize recruitment workflow.
- Support the implementation of best practices and tools.
- Enhance employer branding and candidate experience.

3. Deliverables

- Comprehensive review of existing talent acquisition processes.
- Gap analysis report with actionable recommendations.
- Design of a customized talent acquisition strategy.
- Development of standard operating procedures (SOPs) and templates.
- Training workshops for recruitment team and hiring managers.
- Progress reports and final project summary.

4. Scope of Services

- Stakeholder interviews and process mapping.
- Market benchmarking and competitor analysis.
- Talent sourcing and assessment framework development.
- ATS (Applicant Tracking System) optimization consultation.
- DEI (Diversity, Equity & Inclusion) strategy integration.
- Metrics and reporting design for continuous improvement.

5. Project Timeline

The consulting engagement will span approximately [Insert Duration], with key milestones as follows:

- Week 1–2: Discovery & Stakeholder Interviews
- Week 3–4: Process Review & Gap Analysis
- Week 5–6: Strategy Development & Feedback
- Week 7–8: Implementation Support & Training
- Week 9: Final Review & Project Closure

6. Roles and Responsibilities

Consultant

- Lead all consulting activities and presentations.
- Prepare and deliver project documentation.
- Advise on best practices and technology solutions.

Client

- Provide access to relevant personnel and documentation.
- Timely feedback on deliverables and recommendations.
- Ownership of post-implementation activities.

7. Exclusions

This scope does not include permanent recruitment services, direct candidate placement, or long-term operational management unless otherwise agreed in writing.

8. Approvals

By signing below, both parties agree to the scope of work as detailed above.

Consultant: _____ **Date:** _____

Client: _____ **Date:** _____