recruitment
leadership.

Statement of Works Readiness Checklist

For Recruitment Agencies Ready to Move Beyond Contingency

1. Proposition & Positioning

Have you clearly defined which problems your SoW offering solves (vs. contingency recruitment)?
Can you articulate why your agency is credible to deliver outcomes, not just candidates?
Have you identified your ideal clients who will buy project-based outcomes?

2. Commercial Model

Have you built a pricing model based on value delivered, not time or placement?
Do you have clear scope boundaries, exclusions, and change control mechanisms?
Have you tested profitability on small pilot projects?

3. Delivery & Operations

Do you have project governance (milestones, sign-off, documentation)?
Can your consultants manage deliverables, not just fill roles?
Are Operations and Finance teams involved in designing and signing off the scope?

4. Contracts & Legal

Do your contracts protect your IP and define clear acceptance criteria?
Have you created templates for Statements of Work, Master Service Agreements, and change orders?
Are your payment terms milestone-based rather than purely success-based?

5. Capability & Skills

Have you trained your team to sell and deliver SoW confidently?
Does your leadership team understand how SoW changes cashflow and delivery rhythms?
Have you built case studies or reference projects to demonstrate proof?

If you've ticked fewer than you'd like, I can help you close the gaps and pilot a project that works. Get in touch

Alison@recruitmentleadership.co.uk