

HR Consultant Insurance Buying Checklist

1

Required coverage

1. Identify What You're Required to Carry

Start with the coverage you must carry before deciding what else you want.

Practice snapshot

Business name	State(s) where you operate	Employees
Main HR consulting services	Business-owned vehicle?	Current client contracts?

2

Match risks

3

Set limits

Requirement checks

- | | |
|---|--|
| ☐ I checked workers' comp rules for my employee count. | ☐ I confirmed commercial auto rules for any business-owned vehicle. |
| ☐ I reviewed signed client contracts for required policies and minimum limits. | ☐ I checked whether clients need only a COI or additional insured status. |

4

Research providers

Client and contract requirements

Requirement	Required?	Minimum limit	Who requires it?
Professional liability			
General liability			
Workers' comp proof			
Commercial auto			
Certificate of insurance (COI)			
Additional insured			
Other			

5

Compare quotes

6

Review policy

Starting point

Use legal and contract requirements as your baseline. Page 2 helps you spot risks that may still need protection even when nobody requires it.

7

Review changes

2. Match Uncovered Risks to the Right Coverage

Look for risks that remain after your required coverage is handled.

How does your HR practice actually operate?

- ☐ I spend extended periods embedded with client teams.
- ☐ I conduct workplace investigations or handle confidential allegations.
- ☐ I receive or store sensitive employee information.
- ☐ I run in-person training or regularly work at client sites.
- ☐ I maintain a dedicated office or own meaningful business equipment.
- ☐ Other: _____

Match the uncovered exposure to coverage

What could happen?	Coverage to investigate	Applies to me?	Question to ask
A phishing incident exposes employee records	Cyber insurance		
A fire or theft damages office equipment	Commercial property		
A covered property loss temporarily shuts the office	Business income / BOP		
A personal or rented vehicle is used regularly for client work	Hired / non-owned auto		
Another risk is not addressed by required coverage			

Coverage questions I still need answered:

Risk check

Add coverage because a real loss could affect your practice, not because a policy appears on a generic insurance list.

1
Required
coverage

2
Match
risks

3
Set
limits

4
Research
providers

5
Compare
quotes

6
Review
policy

7
Review
changes

3. Set Limits Based on Your Real Exposure

Use client requirements as the floor, then test whether your real exposure calls for more.

Limits to size around

Highest client-required PL limit

Current PL limit

Highest client-required GL limit

Current GL limit

Largest serious claim I want covered

Current cyber limit

HR consulting example

A client contract may require \$1 million in professional liability. If your work includes layoffs or termination decisions that could lead to a major employment dispute, you may decide \$2 million fits the exposure better. The contract minimum is the floor, not automatically the answer.

Questions to answer before I choose a limit

- ☐ I used the highest contract requirement as my starting point.
- ☐ I estimated what a serious claim from my work could cost.
- ☐ I checked whether higher limits materially improve my protection.
- ☐ I priced the limit I actually want before agreeing to the work.

Limit check

Choose a limit that reflects the loss your work could realistically create, not just the number written into a client contract.

1
Required
coverage

2
Match
risks

3
Set
limits

4
Research
providers

5
Compare
quotes

6
Review
policy

7
Review
changes

4. Research Providers Before You Quote

Shortlist insurers based on how you want to buy, manage coverage and get help.

How I want insurance to work

- ☐ I prefer handling routine policy tasks myself.
- ☐ I want access to specialist or agent guidance.
- ☐ I need fast COI access for client requests.
- ☐ I want a dedicated claims representative.
- ☐ I prefer keeping more coverage with one insurer.
- ☐ International work or prior-acts coverage matters to me.

Provider fit questions

What to compare	What I need to know
Policy management	Can I make routine changes and get COIs without waiting on an agent?
Support model	Can I get specialist help when limits or client requirements get complicated?
Claims help	Will one representative guide me through a claim, or will I manage more of it myself?
Coverage breadth	Can the insurer support the policies I may need without sending me elsewhere?
Professional liability terms	What limits, prior-acts options or settlement features are available?

Providers I want to quote:

Provider check

Rule out insurers whose service model or policy terms do not fit how you want to run your practice before you spend time comparing prices.

1
Required
coverage

2
Match
risks

3
Set
limits

4
Research
providers

5
Compare
quotes

6
Review
policy

7
Review
changes

5. Compare Quotes on the Same Terms

Keep the business profile and coverage setup consistent so price comparisons mean something.

Use the same business details for every quote

Annual revenue	Employee count
Payroll	Main HR services
States served	International clients?

Coverage setup I want quoted

☐ Professional liability	☐ General liability
☐ Cyber insurance	☐ Workers' comp
☐ Commercial property	☐ Commercial auto

Quote comparison

Comparison point	Quote A	Quote B	Quote C
Provider			
Annual premium			
PL limit / deductible			
GL limit / deductible			
Retroactive date			
Defense costs inside limit?			
COI / additional insured process			
Key exclusion or feature			
Anything missing?			

Price check

If one quote changes the limit, deductible or policy terms, fix that before you decide which premium is actually lower.

1

Required coverage

2

Match risks

3

Set limits

4

Research providers

5

Compare quotes

6

Review policy

7

Review changes

6. Read the Policy, Not Just the Quote

Read the wording that decides how your professional liability policy actually responds.

Items to review closely

- ☐ I confirmed the retroactive date protects the prior work I expect it to.
- ☐ The definition of professional services matches the HR work I actually perform.
- ☐ I read the exclusions instead of relying on the quote summary.
- ☐ I understand whether the policy includes a hammer clause for settlements.
- ☐ I checked whether defense costs reduce the liability limit.
- ☐ I reviewed cancellation and nonrenewal notice terms.

Policy wording notes

Item	What my policy says	Follow-up question
Retroactive date		
Professional services definition		
Major exclusions		
Hammer clause / settlement consent		
Defense costs and limits		
Cancellation / nonrenewal		

Wording check

A policy can look fine on a quote and still narrow coverage through definitions, exclusions or settlement terms. Read the actual form before you bind.

1
Required
coverage

2
Match
risks

3
Set
limits

4
Research
providers

5
Compare
quotes

6
Review
policy

7
Review
changes

7. Revisit Coverage When the Business Changes

Review coverage when your practice expands, contracts or simply changes direction.

Change triggers to watch for

- ☐ I hired employees or reduced my team.
- ☐ I added or stopped a major HR service.
- ☐ I began handling more sensitive client data.
- ☐ I opened or closed a dedicated office.
- ☐ I added or sold a business vehicle.
- ☐ I started or stopped working with international clients.

Coverage to revisit

Business change	Coverage to revisit	Action
Hire or reduce staff	Workers' comp	Update payroll and classifications
Add or drop sensitive-data work	Cyber insurance	Recheck data exposure and limits
Open or close an office	Commercial property	Update values and locations
Add or sell a vehicle	Commercial auto	Add or remove vehicles / drivers
Change HR services	Professional liability	Confirm the work still fits the policy wording
Change international work	Professional liability	Recheck territory and claim-jurisdiction terms

Questions for my next policy review:

Review check

Do not wait for renewal. A smaller team or narrower service mix can leave you paying for coverage you no longer need just as easily as expansion can leave you underinsured.