



INDEPENDENT CONTRACTOR PRE-HIRE WORKSHEET

INFORMATION ABOUT INDIVIDUAL

Sole Proprietor_____ Partnership_____ Corporation_____

Social Security Number_____ Federal ID Number_____

Name_____

Name of Company_____

Campus_____ Department_____

If Foreign National – Country_____ Visa Type _____

MULTIPLE RELATIONSHIPS WITH THE UNIVERSITY

1. Is this individual on record as a current employee? Yes_____ No_____

If no, is it expected that the University will hire this individual as an employee following the termination of this service? Yes_____ No_____

2. Was the individual a University employee any time during the last year and did he or she provide the same or similar services while an employee? Yes_____ No_____

IRS CLASSIFICATION FACTORS

Before a worker is hired as an independent contractor, the following checklist *must* be completed to help determine whether an employer/employee relationship exists.

IRS Classification Factors

Yes =
Employee

No =
Contractor

Behavioral Control: Right to direct and control details and means by which worker performs services.

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1. **Instructions.** Will the University have the right to give the worker instructions about when, where, and how he or she is to do the job?

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2. **Training.** Will the worker receive training from the University?

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Financial Control: Right to direct and control economic aspects of the worker's activities.

3. **Significant Investment.** Has the worker failed to invest in facilities (such as an office) used to perform services?

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4. **Payment of Expenses.** Will the University pay worker's business or travel expenses?

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5. **Services Available.** Does the worker **NOT** make his or her services available to other employers?

☐☐

6. **Payment by Hour, Week, Month.** Will the University pay the worker by the hour, week or month rather than by commission or by the job?

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7. **Realization of Profit or Loss.** Will the arrangement prevent the worker from realizing a profit or suffering a loss?

☐☐

Yes = No =
Employee Contractor

Relationship of Parties: Intent of parties concerning status and control of worker.

8. Right to Terminate. Could the University terminate the worker at any time without incurring liability?

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9. Regular Business Activity. Is the work to be performed part of the regular business of the University, such as teaching or research?

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10. Written Contract. Will a written contract **NOT** be executed describing the worker as an independent contractor?

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11. Employee Benefits. Will the worker receive any employee benefits?

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EVALUATION OF CLASSIFICATION FACTORS

Areas That Support Employee Status

Areas That Support Contractor Status

(Use separate sheet, if necessary.)

DETERMINATION

Hire worker as an employee

☐

Hire worker as an independent contractor

☐

Department Authorization

Human Resources

Date _____

Prepared by _____

Date _____