



**INDEPENDENT CONTRACTOR PRE-HIRE WORKSHEET**

INFORMATION ABOUT INDIVIDUAL

Sole Proprietor\_\_\_\_\_ Partnership\_\_\_\_\_ Corporation\_\_\_\_\_

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 =**      **No =**  
**Employee**      **Contractor**

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

- 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?
- e University?

**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?

- 4. **Payment of Expenses.** Will the University pay the worker's business or travel expenses?
- 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?
- 7. **Realization of Profit or Loss.** Will the arrangement prevent the worker from realizing a profit or suffering a loss?

**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?
- 9. **Regular Business Activity.** Is the work to be performed part of the regular business of the University, such as teaching or research?
- 10. **Written Contract.** Will a written contract not be executed describing the worker as an independent contractor?
- 11. **Employee Benefits.** Will the worker receive any employee benefits?

**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

Prepared By \_\_\_\_\_ Date \_\_\_\_\_

See Business and Finance Bulletin BUS-77/Independent Contractor Guidelines for more information on applying the classification factors.: