

EVEREST



BUSINESS SOLUTIONS PTY LTD

INTEGRITY WITHOUT COMPROMISE

Employee vs Independent Contractor Checklist

Instructions: Highlight the boxes relating to your team member.

Identifying Factors	Contractor	Employee
Control factors:		
Employer provides training to worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Worker works on-site	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Worker works off-site	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Company supervises worker's job	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Worker has regular work hours	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Worker has irregular work hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer sets work hours	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Financial factors:		
Worker is salaried	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer sets hourly rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer provides tools/equipment to worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Worker invests in tools/equipment for use in job	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Worker receives benefits from employer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Worker has ability to have profit or loss from job	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Worker pays own expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Relationship factors:		
Worker and employer have contract for services or products	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Worker can hire others to complete a task	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Worker and employer have long-term work relationship	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work relationship relates only to contract work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Worker performs similar projects for other companies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Worker works only for company	<input type="checkbox"/>	<input checked="" type="checkbox"/>