

DePaul University
Employee/Independent Contractor Questionnaire

Factors	Yes	No	Characteristics that Lead to Employee Classification	Characteristics that Lead to Independent Contractor/Consultant Classification
Behavioral Control				
1. Will the worker be trained by DePaul?			Trained by DePaul.	Responsible for own training.
2. Is the worker instructed about when, where and how work is to be completed?			Complies with department work instructions.	Determines when, where and how work is completed.
3. Will the worker have control over hiring and supervising assistants?			Cannot independently hire assistances to perform work.	May independently hire and pay assistants to perform work.
4. Will the worker perform the services personally?			Services are rendered to DePaul personally.	May use their employees to render services.
5. Will the worker be required to provide regular progress reports?			Progress reports required on a regular basis.	Progress reports provided per contractual agreement.
6. Will the worker perform the services in a prescribed manner?			Must follow prescribed instructions.	Determines the manner in which services are performed.
7. Will the worker devote a prescribed amount of time to performing services?			Work hours solely devoted to DePaul work.	May work for numerous firms at one time.
8. Will DePaul supply the worker with any tools necessary to perform work?			Tools, material and equipment supplied by DePaul.	Provides own tools, material and equipment.
9. Does the worker have set hours of work?			DePaul sets hours of work.	Sets own hours of work.
10. Will the worker perform services on the DePaul campus?			Provide services on campus.	Determines where services will be performed.
Financial Control				
11. Could the worker realize a profit or loss as a result of performing the work?			Cannot realize a profit or loss.	Can realize a profit or loss.
12. Does the worker have a significant investment in tools or other types of instruments?			No investment in work facilities.	Significant investment in work facilities.
13. Does the worker make his or her services available to the general public?			Services are not offered to the general public.	Advertises or holds out services to the general public.
14. Does the worker perform his or her services for more than one business?			Works for only one business at a time.	May work for numerous businesses at one time.
15. Is the worker paid on an irregular or contractual basis?			Paid on a consistent and regular basis.	Paid based on work assignment and contractual agreement.
16. Will the worker be reimbursed for business expenses?			Will be reimbursed for business expenses.	Pays for own business expenses.
Relationship of the DePaul and the Worker				
17. Will the worker's services be integrated into DePaul's educational or other activities (e.g. become a regular member of the staff)?			Services are fully integrated into the DePaul's business activities.	Services are not fully integrated into DePaul's business activities.
18. Is there a written contract that sets forth the terms and conditions of the services to be performed?			No contract.	Contract exists.
19. Does the worker earn employee benefits from DePaul (e.g. vacation days, health/life insurance, pension plan eligibility)?			Earns DePaul benefits.	Provides for own benefits.

20. In the worker incorporated?			Not incorporated for purposes of work performed for DePaul.	May be incorporated.
21. Does the worker have a continued relationship with DePaul?			Ongoing relationship.	Temporary relationship.
22. Can the worker be terminated at DePaul's discretion?			Generally employed at will and may be terminated at DePaul's discretion.	Generally terminated only by material breach of contract.
23. Can the worker end his or her relationship with DePaul at any time?			May quit job without obligation.	Cannot quit job until contractual obligations have been completed.

Note: The above questions are to be used to assist in determining the correct employment classification for service providers. However, a final decision is based on all of the relevant facts and circumstances of a particular situation. Please contact Accounts Payable or the Tax Manager in the Controller's Office for further assistance.