

Independent Contractors Checklist (20 Questions Test)

To be completed by person requesting service

	Yes	No
1. Is the worker allowed to perform services for a number of clients at the same time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Are the worker's services regularly available to the general public?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Does this agreement prevent the worker from doing gainful work during the period of this agreement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Can the worker establish his/her own hours?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Has the worker invested in facilities and/or equipment to perform?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will a significant portion of the work be done in ISU facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will the worker receive training from ISU?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. If assistants are needed, will these be provided by ISU?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Does a continuing relationship for an ongoing task exist?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Will ISU determine the order or sequence of the tasks to be completed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Can the worker realize an economic loss for non-performance other than the loss of payment for personal services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Is a progress report or timesheet required for performance evaluation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Will the worker be paid on an hourly basis?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. Will the worker be reimbursed for incidentals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Will ISU furnish tools other than specialized equipment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is worker required to comply with instructions other than general project parameters?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Does the success of the project hinge on performance of the work?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Must services be rendered personally?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19. Can the worker be discharged for convenience as one would an hourly employee as opposed to discharge related to contract requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20. Can the worker unilaterally terminate the contract prior to completion?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Conclusion: Worker is: Independent Contractor Employee

Prepared by: _____
4/12

Reviewed by: _____